



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.

November 2, 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, November 2, 2011 at the Eagles Nest, Kitsap County Fairgrounds in Bremerton, WA.

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

Members in attendance were Sharron Etheredge, Ray Etheredge, Sandy Livermore, Judy Morgan, Mary-Cathern Edwards, and Roland Malan. Aldora Downing was a guest.

REPORTS AND ANNOUNCEMENTS

Secretary's Report - Jane Dower

A motion to approve the October Board meeting minutes carried.

A motion to approve the submission of the Group Health Grant application prepared by Jane carried. Deadline for submission is December 6, 2011.

Treasurer's Report – Fred Abrahamson

Through 10/31/2011

1. The checking balance \$1,023.20
2. The savings balance is \$501.47
3. The Money Market balance at Kitsap Credit Union is \$16,638.53
4. The combined CD balance is \$33,511.10
5. Our overall cash resource is \$51,674.30

Breakdown of CD's as of 9/30, 2011

Kitsap Credit Union (01) 9/14/15 \$8,150.26 1.8% interest
Kitsap Credit Union (02) 6/1/12 \$5,009.17 .55 % interest
Kitsap Credit Union (03) 6/1/14 \$5,018.31 1.1% interest
Kitsap Credit Union (70) 2/12/12 \$5,147.79 1.8% interest
Kitsap Credit Union (72) 7/6/13 \$10,185.57 1.5% interest

Budget vs. Actual 10/31/2011

Through October 31 2011 we had income of \$31,301.50 and expenses of \$22,115.62 for a positive \$9,185.88.

We still have \$2,867 to receive invoices from WSU. Garden expenses are under by \$1,762

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

- Fred commented that we are in the black, rather than the red, as anticipated.
- Fred encouraged garden leaders to submit bills quickly. Otherwise they become costs for next year. Checks should be cashed promptly as well.
- Sandy Livermore is the new chair of the Finance committee. She and Fred are working on a template for the 2012 budget, and will email it to the Board.
- The Board agreed to meet on December 16th to begin 2012 Budget discussions. Meeting time is 1-4 pm at the Home Builders Association meeting room in Bremerton on Auto Center Way.
- Cash Handling procedure was discussed and motion carried to accept it as written with one correction: Paragraph 1, sentence 1 - end the sentence after the word 'event'. (Verbiage about the amount of cash to be handled was eliminated.) Jane agreed to make the updates to the procedure and transmit it to the Board for their manuals and to the Web Master for inclusion on the Foundation site.
- A 14" broadfork was donated to the Olalla garden by Meadow Creature LLC of Vashon Island. Jane will send a Donation Acknowledgment to them

Horticulture Report - Colleen Miko

MOAs

- *Most recent MOA draft for Raab Park Youth Garden (mark up from 10/6/11) was submitted to WSU Contracts department Nov. 1st but not yet to the City of Poulsbo until we get comments from WSU. Until the basic wording of this MOA draft is established, other garden MOAs are on hold.*

Learning Gardens

- *Budget template created by Fred & I was emailed to learning garden leads. Leads will be using form to submit budget requests to me by deadline of November 21st.*
- *Garden lead meeting will take place November 9th to share best practices and discuss budget drafts.*
- *Becky Croston requested I provide for this meeting the total pounds of produce each learning garden provided to local food banks in 2011. Olalla: 3,078; Raab Youth: more than 700; Heritage more than 500 pounds; Anna Smith approx. 900; Blueberry 320 pounds—demonstration garden and kid's garden; Raab P-patch approx. 500 pounds. (> 600 per Judy Morgan) (Becky total 5,998 pounds)*

Clinics

- *Clinic leads met October 21st to discuss how we can make clinics better for next year, talk about successes and improving the clinic boxes. Many of our clinic leaders are continuing on (thank you!), but we will need a new Extension office clinic leader, a co-leader to assist Debra Hall as Port Orchard clinic lead and a co-leader for Silverdale to work with Sherry Kanode.*
- *With the exception of the clinic boxes from Bainbridge Island, all the boxes are returned to the Extension office. MG volunteers will be working this month on inventory of their contents in anticipation of putting together budget proposals.*

- *Clinic Committee will continue to work on tasks for improving 2012 clinic training, clinic materials, etc.*

Anna Smith Compost Bin Proposal

- *October 20th, I emailed the materials list with corresponding inventory numbers to Chris Piercy at Kitsap County Solid Waste. Waiting to here when Anna Smith can expect delivery.*

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

- *Need a MG to volunteer to be our “conciierge” for the event, please. This person will man the main desk, assuring doors don’t get held open and that people can get in on Sunday.*

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.*
- *October 25th, I held an orientation for 20 MG Candidates. Two more orientations will be held on Nov 28th from 1 to 3 and 5 to 7pm in room 406 at the Norm Dicks Building*
- *Applications, corresponding paperwork and payment of WSU Extension portion of fees due December 1.*

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.*

Mushroom class is dec 3.

Upcoming Outreach & Other Events:

- *No outreach planned for this month or next*
- *See MG emails for information on WSU live webinars and Small Farms Team Classes*
- Roland suggested bringing students to Buck Lake to view native gardens. Colleen will consider this.
- Colleen brought 'tear-off' flyers for the Organic Gardening class and asked that people post them.

Committee Reports:

Programs and Garden Tours - Marialis Jurges and Joyia Rubens

An evening or a weekend seminar is being discussed. Ideally, the event subject matter will be eligible for Continuing Education credits. This requires Colleen's approval. Roland suggested a joint effort or co-sponsorship with Garden Clubs. The Flotsam and Jetsom club has 200 members. Roland will ask them if they are interested.

State Foundation Representative - Roland Malan

- A state meeting was held on October 22nd in Pasco. A state conference was discussed but not favored due to increases in costs. The group discussed whether a conference is needed annually or could be scheduled every other year. Toni Fitzgerald suggested regional east, west conferences annually since climate and growing conditions are different. A 2013 conference is still tentative. Per Roland, if Kitsap County hosts, the only facility large enough is the Bremerton Convention Center. Becky asked Roland to find out what costs would be at the Center.
- Toni is looking for seamless communication between counties to share fund-raising concepts and successes. Becky has had poor results communicating with other counties on plant sales.

- A scholarship will be awarded annually to a WSU student studying horticulture. Another scholarship will be awarded to a high school student who intends to study horticulture. Schools will be notified in the Fall this year rather than in the Spring as was done last year. It was noted that Carolyn Berger has the information necessary to communicate scholarship details to Kitsap county schools.
- Mary-Cathern suggested paying mileage to State Foundation Representatives. Becky mentioned that some other local Foundation committee members would like to be paid for mileage. Mary-Cathern will investigate what other counties are doing. Discussion was deferred until the budget meeting in December.

Barnes & Noble Gift Wrap Event Report - Judy Morgan

Dec. 10 & 17, 2011, 10 am-9 pm

2 hour shifts with 2 MG's at each means 12 each day

3 hour shifts with 2 MG's at each means 8 MG's each day

Workers are encouraged to dress in Holiday wear

10-12 10-1

12-2 1-4

2-4 4-7

4-6 7-10

6-8

8-10

Colleen will supply ribbons/tags.

Judy will ensure that MG info is available (list of clinics, green sheet, etc.)

Becky will work with Linda on book marks advertising the plant sale.

Judy will ask Mary-Cathern to send the Gift Wrap information via Constant Contact.

Plant Sale/Salvage Team - Becky Croston, Ann Haines

The Salvage team is hard at work already preparing for the May 2012 Plant Sale.

Becky is working with the Salvage committee on approaching nurseries for donations.

Policies - Donna Hamilton

Donna noted that we are not following some of our policies. Donna and Marcia Pauley will be reviewing all policies this year and will present a prioritized list for review by the Board. They are also reviewing Board Minutes to determine whether additional policies should be written.

Resource Development - Linda Wells

Linda met with Colleen to determine the scope of the Master Gardener program needs. Several Master Gardeners have agreed to work with Linda on Resource Development.

Becky described the Safeway 501(c)3 public charity plan where customers identify two favorite charities. When they shop at Safeway, a percentage of their total purchase amount is sent to the Randall Company who manages the funds and writes checks to the charities. Linda offered to work with Safeway to initiate this plan for the Foundation. Motion to approve carried.

Other Committees:

The Audit, Policies and Public Relations committees still need Chairs. Judy Morgan expressed an interest in learning more about the Public Relations committee and will discuss with Becky.

UNFINISHED BUSINESS:

Reimbursement Policy and Form:

A motion to accept the revised Reimbursement form carried.
A motion to update the Reimbursement Policy to include Garden Leaders in the "types" of individual who can sign the form carried.
Jane will update the policy and the form and transmit them to the Board their manuals and will ensure that the web site is updated.

Insurance Policies:

Linda will transmit an electronic copy of the policies to Jane who will print copies for inclusion in Board manuals.

NEW BUSINESS:

- **Meeting rooms:** Becky learned that the Silverdale YMCA meeting room seats 60 and has a full kitchen. It is available to non-profits without charge. The room has demonstration mirrors. It is acceptable to bring food in. Linda moved that Becky reserve the 'Y' for all Board and seminar meetings. The motion carried. *(A few days after the Board meeting, it was discovered that the room is not available for recurring meetings. It may be reserved for 'one time only' events though.)*
- **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 the Home Depot tax exempt 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.

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

Meeting was adjourned at 2:50 PM.