



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.

October 5, 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, October 5, 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; Directors at Large Monica Goldsberry, Jim Rodman and Linda Wells. Horticulture Advisor Colleen Miko was unable to attend.

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

REPORTS AND ANNOUNCEMENTS

Secretary's Report - Jane Dower

Motions to approve the August and the September Board meeting minutes carried.

Jim moved to approve the September Annual Meeting minutes with a correction to the title of the minutes. Linda seconded. Motion carried.

Treasurer's Report – Fred Abrahamson

Motion to approve the treasurer's report with typo corrections carried.

Treasurer's Report through 9/30/2011

1. The checking balance \$1,501.49
2. The savings balance is \$501.41
3. The Money Market balance at Kitsap Credit Union is \$16,634.43
4. The combined CD balance is \$33,472.41
5. Our overall cash resource is \$52,109.74

Breakdown of CD's as of September 30, 2011

Kitsap Credit Union (01) 9/14/15 \$8,138.33 1.8% interest

Kitsap Credit Union (02) 6/1/12 \$5,006.91 .55 % interest

Kitsap Credit Union (03) 6/1/14 \$5,013.80 1.1% interest

Kitsap Credit Union (70) 2/12/12 \$5,140.25 1.8% interest

Kitsap Credit Union (72) 7/6/13 \$10,173.12 1.5% interest

Budget vs. Actual 9/30/2011

Through September 30 2011 we had income of \$30,973.65 and expenses of \$21,352.33 for a positive \$9,621.32.

Fred stated that a \$5000 deficit was projected for September 2011, but the Gala profits exceeded expectations leaving us in positive territory. Fred noted that three donations in memory of Jean Gallagher were received. Two donations were for \$100 each and one was for \$50. Jane will send Donation Acknowledgment letters.

Horticulture Report - Colleen Miko

MOAs

- Met with Dori Leckner with Kitsap Parks & Rec on Sept 14 to discuss MOA for Anna Smith Garden. Shared working draft of MOA for Raab Youth Garden. We agreed that an MOA for Anna Smith is a priority and we will meet again in October to discuss again after she can talk to head of Parks & Rec about the process.
- MOA for Heritage garden, even though also with Kitsap Parks & Rec, should be negotiated with Billie Schmidt, I was told by Dori Leckner. I will schedule a meeting with Billie for sometime in October or November.
- Poulsbo City Council is ready to review MOA for Raab Park Youth Garden and MOA for Raab Park P-patch whenever the Foundation is comfortable with the Youth Garden MOA wording.

Learning Gardens

- Fred and I came up with a budget template and for learning garden leads to work from each fall. Will be providing garden leads this draft for comments in October.
- I intend to host a garden lead meeting sometime in late October, early November to share best practices and discuss budget drafts.

Clinics

- I have a new committee of 5 MGs who are helping me to survey all Kitsap MGs for input on how the clinics might be improved, how we can update the clinic boxes and other needs of the clinics ahead of budget time (thank you Becky Croston, Jackie Aitchinson, Lorraine Butler, Carol Michel and Sherry Kanode).
- Will be holding end of season Clinic meeting for clinic committee and clinic leaders either Oct 18th or 21st in Room 406 of Norm Dicks Building to share best practices.
- Clinics are finishing up this month for the season, if they aren't done already. I'm making room in storage for all the boxes and supplies as they come in.

Anna Smith Compost Bin Proposal

- Dori Leckner at Kitsap Parks & Rec has approved the bins that Kitsap County Solid Waste has agreed to support by purchasing the building materials for sometime this fall.

November 6th Graduation and Awards, 2-4pm Norm Dicks Chambers *MARK YOUR CALENDAR*

- I have 4 MGs who are now part of the Awards Committee that is helping me work on the Nov. 6th event (Thank you Tana Brown, Mary-Cathern Edwards, Tiffany Wilfert and Hollace Vaughan).

- More information to follow...

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.

Master Gardener Training 2012

- Next year's MG Training will be on Fridays starting January 27th and ending April 13th.
- 2011 Inquiries (we have over 200) will be contacted early October & given applications
- Orientation for MG Inquiries to be held on October 25th from 1-3 and 5-7 in room 406 at the Norm Dicks Building

Upcoming Outreach & Other Events:

- Rain Garden Training for Landscape Professionals Oct. 5 & 6 (register online <http://kitsap.wsu.edu>)
- Water Courses Oct. 14 & 15th, Keyport (register online)
- Native Plant Walk with John Mikesell Oct 21st at Stillwaters—contact them to sign up

Motion to approve the Horticulture report carried.

Annual State Conference Report - Jim Rodman

Advanced Education Conference, 2011

WSU Extension and Master Gardener Foundation of Washington State

Ocean Shores, Grays Harbor County, late September - black-tailed deer browsing the shrubbery next to the Conference Center, a couple blocks from the ocean; raccoons ambling across narrow two-lane streets at speeds about twice that of the retirees infesting the place; daredevils in (one hopes) four-wheel-drive vehicles cruising the shoreline just above the wash of surf, on hard packed sand (or maybe not...); gulls everywhere, obnoxious as always.

[Did you observe the succulent-leaved sea-rockets on the beach? Both species? There's an interesting story here about plant introduction, migration, and replacement, but modesty precludes further indulgence.]

And there was the conference itself - well, actually, a day earlier, some of us traveled to Lake Quinault for a conference-sponsored tour, by boat on the lake and then by foot on forest trails near the Lodge. On the lake you can see big scars of blown-down trees on the upper hillsides, from hurricane-force winds back in that terrible December of 2007. More encouraging were the osprey nests on the north side, and - oh yes - the nation's largest Sitka spruce is still standing, on private resort land, but unfortunately with no protection from visitors' feet stomping around its base.

[Cool factoid: large trees, carried downstream by storm water, may sink to the bottom of the lake, heavy root ball downward, spire upright, and then - unpredictably, mysteriously, stirred to life by deep currents perhaps - they poke up, vertical, astonishing the fishermen or kayakers - monsters from the deep, our very own "nessies".]

And there was the conference itself - by the way, did I mention the treats at break time?

Prepared by Jane Dower, MGFKC Secretary

Meeting Date: 5 October 2011

The first day, cookies to die for - in abundance for the 300 or so attendees, with slow-moving fruit on the sideline. Then the second day, upping the ante, delicious pastries in several different flavors and styles, the fruit on the side looking even more dejected. The dinners both days (included with the registration fee), held at a nearby hotel, were typical banquet fare, adequate to the task, and the evening talks were splendid, especially Penny Simonson's hilarious spoof on gardeners' bad behaviors.

[Round of applause for local boy: Kitsap's John Mikesell was nominated for the state's 2011 Master Gardener of the Year Award but had to settle for an honorable mention; no problem, John, you're still our Master Gardener of the Year.]

And the conference itself: free plants (hurrah for hellebores); vendors of varied garden items and crafts; a raffle and silent auction with donations nearly as impressive as those at our own Gala; and lots of informative, engaging, and well-delivered talks. We can thank Peg Tillery for her part on the speakers committee - job very well done.

President's Note: Jim missed Peg Tillery's and Colleen Miko's talks, but was able to sit in on two of Amy Stewart's talks, and he comments: "on two deep and important topics, she nourished knowledge and wisdom with humor, insight and humanity. Check her web site: www.amystewart.com. You should 'a' been there."

Jim Rodman, Reporting

P.S. Ten Kitsap Master Gardeners (plus one spouse) attended the Conference and we enjoyed the variety of classes (and the food). The planners and presenters are to be applauded -- there was something excellent for everyone. It was difficult making a selection of which seminar to attend.

Roland Malan, our Peninsula Region State Master Gardener Foundation representative (and Vice President for the Olympic Peninsula Region) will have more Conference information at a future Kitsap MGF meeting. I suggest you consider attending the 2012 State Master Gardener Conference, scheduled for September 12-15, 2012 at Pasco, within the Tri-Cities area. This one was great! ;-)

Jim noted that Roland Malan is now a District Representative on the State Foundation board.

State Foundation Representative Report - Roland Malan

Roland commented that the recent State conference was the best of eight that have been held. Roland received a 'Sluggologist' certificate accredited by the "School of Slime". Roland noted that Master Gardeners (MGs) are being asked to submit samples of unrecognized bugs, bacteria or fungus to WSU Extension. Many new ones are appearing in Washington. The "First Detector" form and info will be given to Colleen by Mary-Cathern, who also attended the conference, for Colleen's evaluation and possible distribution to MG's. John Mikesell was nominated for Master Gardener of the Year. He was not selected for that award, but won a Master Gardener Award of Excellence! Congratulations John! Roland passed the award certificate to Monica to bring to John at Anna Smith Garden.

Roland suggested that Kitsap county hold the State conference here in 2013. It would be a lucrative fund-raiser for the county. Roland agreed to provide more information on the application process.

Seminars & Field Trips Report - Marialis Jurges and Joyia Rubens

About 20 MG's attended the September field trip to Jill Ray's garden in Poulsbo.

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UNFINISHED BUSINESS:

Budget Creation and Maintenance Policy review:

- The policy is scheduled for review by the end of 2011. Per discussion, the Board will work with the current policy as the budget is created this year and update the policy accordingly.
- Fred and Colleen created a Budget Template for the Garden Leads. Colleen plans to meet with the Garden Leads at the end of October to discuss the template.
- Fred would like to see the budget set before January 1. (The current policy calls for a final vote on the budget in February; however, the Foundation's fiscal year is the calendar year. Having the budget set by January 1 would allow the Board to deal more efficiently with requests for funds and support the gardens in a more timely fashion.)
- Fred requested that the Board begin budget discussions at the November Board meeting, and asked that the Board review the Budget v. Actual report before then. Fred will provide copies of the report as well as the Garden Template via email before the next meeting.

Fund-raising:

- Linda suggested that specific requests to MGs for help with/ideas for fundraising be sent. Most of the MG's weren't at the Annual Meeting when the request was verbalized. Linda agreed to write a call for ideas to share with the Board. Upon approval Mary-Cathern will send the call via Constant Contact.
- Jim moved that the Board approve exploration of options to support funding and organization of the State MG conference for 2013 in Kitsap County. Donna seconded. Motion carried. Planning needs to start soon. Roland offered to go to the Chamber of Commerce for information that will help plan a state conference.

Capital Improvements discussion.

- The Board still needs to provide Colleen with a definition for capital improvements. Becky provided the following definition: "Capital improvements are "capital expenditures", i.e., items lasting over one year. On a cash flow statement, it is common to use the wording: '(Investment in) Property and Equipment'. Property and equipment would include acquisition of a shed or copier or tools, or repair, upgrade or restoration of these items." Fred agreed with this definition. Discussion will continue in November.
- **Committee Chairs:** Fred commented on the lack of committee chairs and suggested inclusion of a call for volunteers when the call for fund raising ideas is transmitted.
- **Cash Handling procedure draft:** The procedure was field-tested during the 2011 fund raisers. It was written to support a 2009 Audit recommendation. Jane will send a draft to the Board for review prior to discussion at the November meeting. The goal is to approve this policy before the December Barnes & Noble Gift Wrap fundraiser.

NEW BUSINESS:

Committee Chairs: Becky solicited volunteers from the Board to act as ex-officio chairs. Current status is as follows:

COMMITTEE	Chair	Ex-officio
Audit		Monica Goldsberry
Communications	Mary-Cathern Edwards	Jane Dower
Finance	Sandy Livermore	Fred Abrahamson
Gala		
Gift Wrap	Judy Morgan	
Membership	Mary-Cathern Edwards	Jane Dower
Nominating	Roland Malan	Jim Rodman
Plant Sale	Becky Croston	
Policies		Donna Hamilton
Refreshments	Sharron Etheredge	Monica Goldsberry
Resource Development		Linda Wells
Seminars/Field Trips:	Joyia Reubens	Donna Hamilton
State Foundation Rep	Roland Malan	
Webmaster	Jane Bedinger	

Electronic Submission/Approval of Reimbursement Requests: Fred moved that the Board allow the Treasurer to accept Reimbursement requests via email attachment and accept associated approvals via email message until 1 Feb 2012 when the current Reimbursement Policy is due for review. Becky seconded. Motion carried. It was noted that receipts are still mandatory but can be submitted to Fred by mail or in-person or scanned and sent via email along with the Reimbursement form.

Group Health Staff Volunteer Grant: Jane reported that the Quarter 3 grant application that she submitted to Group Health with sponsorship by Marialis Jorges (a Group Health Employee) was not selected for award. We were strongly encouraged to apply again. Jane will work with Marialis and submit a Quarter 4 application. Deadline is December 7, 2011. The grant award is \$250.

Membership Policy review and Intern solicitation:

- Jim reminded us that the Membership Policy must be reviewed by the end of 2011. He also reminded us of his homework assignment to find ways to encourage interns to become Foundation members. Becky noted that the Policy Review concept in general will be discussed at the November meeting.
- Roland suggested making Foundation membership a mandatory part of the MG

Prepared by Jane Dower, MGFKC Secretary

Meeting Date: 5 October 2011

program. Donna agreed that interns should be captured right away. Becky reminded us that WSU Extension informed us that we cannot legally make someone a member without their permission. (We can, however, make membership permanent until the member formally resigns.) Roland questioned this and will pursue confirmation.

- Linda suggested getting Colleen's approval to put a checkbox on the MG program application requesting membership in the Foundation upon graduation.
- Mary-Cathern suggested mail or email Congratulations when someone becomes a Foundation member.
- Mary-Cathern will present the Board with a Membership solicitation letter for review prior to presenting the information at the November graduation ceremony.

Membership Form modifications: Becky suggested updating the Foundation Membership and Associated Membership forms by removing the year that appears at the top of the form and adding the latest Revision date at the bottom of the form. This is in keeping with other forms and reduces the maintenance effort. Becky will pursue this cosmetic change.

Signature Authority: Fred reminded us that Becky and Donna, as new officers, need to obtain signature authority at the Kitsap Credit Union. Fred will set up a time to visit the CU.

Memorandums of Agreement (MOA): Jim reported that he would continue discussion of the MOAs with Linda and will present status at the November meeting

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

Meeting was adjourned at 3:25 PM.