



**Master Gardener Foundation Kitsap County**

**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.*

## **Master Gardener Foundation Kitsap County**

### **DRAFT Board Meeting Minutes**

Wednesday October 1, 2008

#### **I. Call to order**

Becky Croston called the regular meeting to order of the Master Gardener Foundation of Kitsap County at 1:10 PM on Wednesday, October 1, 2008, at the Eagles Nest, Kitsap Fairgrounds, Bremerton, WA.

Board members in attendance: Becky Croston, Vice President; Sandy Livermore, Treasurer; and Arlene West, Secretary and Directors at Large: John Mikesell, Roland Malan, and Peg Tillery, Kitsap Extension. Excused: Mary-Cathern Edwards

#### **Reports and Announcements**

##### **Secretary's Report Mary Cathern Edwards**

The Minutes of the Annual Meeting on September 17, 2008 were accepted.

##### **Treasurer's Report - Sandy Livermore**

###### **Bank Accounts**

Kitsap Bank CD #4 (131) 7-7-09 \$ 8,392.25  
Kitsap Bank CD #6 (133) 4-6-09 \$ 4,560.84  
Kitsap Bank CD #8 (135) 12-6-08 \$ 3,877.33  
Kitsap Bank CD #9 (136) 9-14-09 \$ 7,918.39  
Kitsap Bank Checking \$11,223.13  
Kitsap Bank Savings \$ 656.84

###### **TOTAL Bank Accounts \$ 36,628.78**

Becky Croston had an additional amount of money to add to the fund from sales of composting bins and gloves amounting to \$595.12.

The full financial report is included on a separate page.

###### **Horticulture Report - Peg Tillery**

1) Peg Tillery reminded everyone to check their emails for the new Master Gardener Manual; it has been revised and is only 21 pages instead of a 200 plus pages which will make it more users friendly.

2) There are 12 students taking the IPM course in October. \$1200 was budgeted to pay for half of the student's tuition.

Arlene West, Secretary  
October 01, 2008 Minutes

3) The team of volunteers that set up the fair received the most points of anyone. Congratulations, to a wonderful team.

**Newsletter Committee – Gary Gratrix, Editor read by Becky Croston**

125 B&W copies were printed and 122 mailed for the October/November 2008 edition of the Gardener's Exchange newsletter and emailed 23 color copies.

Printing costs were \$160.19

Postage costs were \$70.80

Mail Seals costs were \$7.59

**Total Cost \$238.58**

- 1) The next deadline for the next issue is November 10<sup>th</sup> to be included in the Master Gardener Exchange. More contributors are needed to make this newsletter work, if there are not more contributors it will fail.
- 2) Gary would like the membership committee to work with Jane Bedinger to develop re-up forms to be included in the next newsletter to be sent out in November.

**Seminars Committee: Debra Ady, read by Cat Ross**

- 1) The next seminar date will be October 15, 2008 from 1-3 PM at the Eagles Nest. The seminar is titled, "We can't live without herbs" presented by Laura Pittman-Hewitt. This is the last seminar of the year so there will be a potluck at 12:00 before the seminar. In keeping with the herb theme, everyone is encouraged to bring their favorite potluck herb recipe and dish. Everyone is invited. There are 2 CE hours for this class and there is no fee.
- 2) Seminars are scheduled for April, May, June and July and the speakers are set. Debra requests that the budget remain the same as the speakers will have a higher speaking fee in 2009.

**Calendar Committee –Cat Ross**

- 1) Cat thanked everyone that has continued working on the calendar team. The Brainstorming Team is now finished brainstorming the content. A celebration is scheduled for viewing the prototype on October 4<sup>th</sup>. Preliminary proof reading will then begin and passed on to the official 4 proof readers to catch any changes that was missed.
- 2) Carol Henning agreed to be our inventory control for the calendar; and store the calendars at her home.

**Next Gala meeting will be held Monday, October 6<sup>th</sup> 2008 1 pm to 4pm Silverdale Fire Station**

- 3) The Gala Team has met with the Kitsap Memorial State Park rangers and have another meeting with them to secure the native plants that will be transplanted. The tentative date for the gala is Sunday, April 19<sup>th</sup>, 2009.
- 4) Ciscoe Morris has agreed to do a radio interview with us about the Gala and Calendar prior to the event

**Next MAPS Meeting Monday, October 13<sup>th</sup> 1 pm – 4pm Silverdale Fire Station**

- 5) The MAPS Team (Marketing, Advertising, Promotion, and Sales) met in September and set the calendar price at \$13. This price in these economic times is not asking too much and offers approximately a \$7 profit per calendar.

Arlene West, Secretary  
October 01, 2008 Minutes

- 6) After much discussion the MAPS team decided to give those buying Calendars in larger quantities a discount at the following levels:
 

First 10 full price:	\$13.00
11 to 20 \$1 off	\$12.00
21 to 50 \$2 off	\$11.00
- 7) Sales of a full case will have a set price at a similar discount as soon as we find out how many calendars will be in a case.
- 8) The MAPS team needs everyone's help with marketing since it is the key to selling the calendars quickly. We are looking for a slogan that puts us on everyone's MUST HAVE list. Be thinking of a catchy slogan.
- 9) Change of printer for cost savings on bid plus no significant shipping cost.
- 10) Port Townsend Printery Communications. We would need ½ of the printing cost for a deposit as well as the discounted cost of the prototypes. Total check required would be \$5669.66 (includes prototypes) to Printery Communications. This amount is due upon agreement to use this printer. Cat showed samples of the print from Printery Communications, which was amazing quality. The calendars would be back in time to sell at the International Convention in Las Vegas if sending someone to sell them makes sense.

**Discussion:**

Possible scenarios for selling at the convention:

- a) Displaying calendars only to avoid the cost of sending someone to Las Vegas, then ship them for an extra \$2.19 per calendar.
- b) Roland will check with someone from another County to see if they would be willing to take some calendars to sell for us.
- c) Spending the funds to send a Foundation member.

To check the feasibility of someone attending the convention to sell calendars the minutes of the 2006 time frame will be checked to see how many were sold.

**Remaining 2006 Calendars:**

- 1) Sell the remaining 2006 Calendars as collector items.
- 2) Viewing: At the October 4<sup>th</sup> viewing Winifred Whitfield, the photo artist, Carol Kaufman, the graphic artist and Barbara Tack the water colorist will all receive hand crafted gifts and cards donated by Tedd Hoppins, Carol Johnson, Sheri Kiley and Arlene West. The gifts are to show our appreciation for them going above and beyond the scope of their jobs.

Roland made a motion to authorize the expenditure for the new printer. Motion was seconded and passed. A check was written by Sandy Livermore for \$5,669.66 and a contract was signed by Becky Croston, Vice President. Sandy Livermore reported that the checking balance was \$4200 following the check written to the Printer.

Arlene West, Secretary  
October 01, 2008 Minutes

**State Master Gardener Foundation Representative Report:** Roland Malan, Kitsap Representative

- 1) October 17<sup>th</sup> is the next meeting and he will report back after that time. He explained that the MOA was not approved by the state board so it is currently in limbo.
- 2) Peg Tillery explained that the State and County are not tied together at and spoke to the differences between the entities. She explained that the MOA with the extension office will need to work on the draft.

**Board Orientation Meeting-October 8<sup>th</sup> 1:00 PM at the Eagles Nest**

At this meeting a date will be set for the Strategic Planning Retreat.

**MGF Website: Jane Bedinger**

- 1) Becky Croston reported that Jane Bedinger needs a back up person as a webmaster. Mary Cathern Edwards has agreed to be the back up.

**New Business:**

**Newsletter:**

- 1) Peg asked if the Gardener Exchange Newsletter could be posted on the County Master Gardener website the month after it went out to the Foundation members so that more people can enjoy it. Becky made a motion to allow it be posted on the web, and Sandy Livermore seconded it. Passed.

**Bulk Box Calendar Discounts:**

- 2) Cat Ross, requested that the calendar team be allowed to give a volume discount on boxes of calendars if someone wants to buy a whole box. Arlene West suggested that it is more to our advantage to give discounts ourselves then have the distributors sell the calendars since they take 55% of the profits . Our discount would provide more income (8-10% discount). After a discussion it was decided that the calendar committee should come up with a proposal and then present it to the board for a decision.

**Becky Croston, Home Builders Show**

- 3) Becky will bring compost bins and gloves to sell at the Home Builders Show. Sheri Kiley mentioned she has seen gloves at a great discount on line and would like to know if she should get more for selling and if so medium? Becky will check the supply of gloves and get back to Sheri. Some gloves will be sold to the new class.

**Unsold shirts:**

- 4) Unsold shirts were brought up. Roland suggested selling the odd colored ones for \$5.00 just to get rid of them. Wholesale they were \$10.00. It was ultimately decided that they should be sold as follows: 2 for \$15.00 or 1 for \$8.00. Any remaining can be given as gifts to speakers, master gardeners or as appreciation gifts. John motioned to sell the shirts at the prices above, seconded by Roland, passed.

**Compost Bins, Gloves and Shirts:**

Arlene West, Secretary  
October 01, 2008 Minutes

- 5) Becky suggested that any left over bins and shirts be sold at the Year End Celebration with the compost bins for \$25 and the gloves for \$5.

**Graduation Banquet Auction:**

- 6) Graduation banquet auction was brought up by Sheri Kiley. She had not received information about the auction for planning purposes. Dorene Fretwell is in charge of the auction and Peg related that she had sent some emails and will send another quickly. The auction's purpose is for fun, not as a fundraiser or a Foundation event.

**Honorary Master Gardeners Foundation Members:**

- 7) Cat Ross wanted to be sure that Dee Cappola and Winifred Whitfield are listed as Master Gardeners in the Master Gardener roster. Peg said Winifred is listed as an Honorary Member of the Master Gardener Foundation and Dee can also be listed that way. Arlene will contact Mary Cathern Edwards and ask her to check their listing and be sure they are both listed as honoraries.

**Badges and Embroidery as Incentives:**

- 8) Cat Ross said that while in Texas as a Master Gardener intern the students were allowed to purchase shirts with their names embroidered on the shirts. After volunteering so many hours (800) she was given a chevron patch for her shirt noting her volunteer hours as a recognition and incentive. There were different colored shirts, and the colors all meant a designation. They could be purchased dependant on how much time was volunteered or on the board or... This seemed more practical since they could wear the shirts. Buttons and awards are not as functional. Cat was wondering what the possibility of using this kind of a system? Shirts were purchased by the MG, chevron badges were given as thank you recognition.

Peg mentioned it was very hard to get the volunteers to send in their volunteer hours. In fact soon L& I will require that all the volunteers sign into their website with the hours or they will not be covered by L & I.

No decision was made on the shirts and badges.

Meeting was adjourned at 3:01 PM

## REPORTS BY COMMITTEE:

### Newsletter Committee Report 10/1/2008

This is the Newsletter Report for the October/November 2008 issue of the Gardeners Exchange.

Total Foundation Members	145		
Copies Printed	125	Cost	\$160.19
Stamps	120 x 59 cents		\$70.80
Mail Seals			<u>\$7.59</u>
Total Cost			\$238.58

Copies mailed 122  
Copies emailed 23

Total Contributing Writers 2

Thanks to those that contributed. We need more writers or this thing will fail.

For the next issue, December/January, we would like to put in Foundation re-up forms for next year. I would ask the Board, specifically the Membership Committee, to work with Jane Bedinger to develop those forms by the next publishing deadline of November 10<sup>th</sup>.

Respectfully submitted,  
Gary Gratrix  
Editor

### MGF Calendar Report 1 October 2008 submitted by Cat Ross

Thank you to all those that have continued working on the calendar teams.

Brainstorming Team is now done brainstorming content and will have its VIEWING of the prototype 4 October

They will then proceed with proof reading and then passing it over to our official 4 proof readers to catch any changes that need to be corrected.

Carol Henning has agreed to be our Inventory Control Guru, she has the space to store the calendars as well.

The Gala Team has met with the Kitsap Memorial State Park people and have another upcoming date to secure the native plants that will be transplanted.

The next Gala Team meets Monday 6 October 1 pm to 4 pm at the Silverdale Fire Station to continue planning this event with a date pending tentatively scheduled for Sunday 19 April 2009

Ciscoe Morris has agreed to do a radio interview with us about the Gala and Calendar prior to the event

### Next Gala meeting Monday 6 October 2008 1 pm to 4pm Silverdale Fire Station

The MAPS Team (Marketing, Advertising, Promotion, and Sales) met in September and set the calendar price at \$13 this seems to be the concensus of the team that in these economic times is not asking too much and offers approximately a \$7 profit per calendar.

Discounts suggested for bulk buying was decided to break down as:

First 10 full price

11 to 20 \$1 off those

21 to 50 \$2 off

Sales of a full case will have a set price at similar to those prices as soon as we find out how many calendars will be in a case

Arlene West, Secretary  
October 01, 2008 Minutes

This team needs all our help marketing is key to selling these quickly and fast so we are looking for a slogan that puts us on everyone's MUST HAVE list so put your thinking caps on and submit any idea that the team can mull over and tweak into a "where's the beef" type slogan!

**Next MAPS Meeting 13 October Monday 1 pm – 4pm Silverdale Fire Station**

Change of Printer for cost savings on printing and no shipping to local Port Townsend Printery Communications

We would need ½ cost of printing for deposit as well as the discounted cost of the prototypes of \$5669.66 for Printery Communications and that would be due upon agreement of using this printer

**Seminar Report for October 2008**

submitted by Cat Ross for Debra Ady

Last seminar is scheduled for Wednesday 15 October 2008 Eagle's Nest Noon to 3 pm with 2 hours CE hours and a pot luck luncheon

**Final MGF Seminar of 2008**

**15 October** Herb ~ Fest! Why we can't live without them!

Kitsap Fairgrounds Eagles Nest

**NOON - 3pm** Join us by bringing your favorite herb dish for a social pot luck lunch at NOON before the seminar.

Our speaker Laura Pittman-Hewitt will amaze us with marvelous ways to use herbs with a craft demonstration and she will also share and hand out her favorite recipes. She will give us tips on how to make fabulous herbal based vinegars & oils from our own gardens. Also, we'll learn the secrets to growing fabulous garlic in the Pacific northwest. Plus everything you need to know about winter herb gardening - inside, outside & in containers! Come learn all this and more! Continuing Education Hours from 1 pm to 3 pm

Come celebrate, enjoy and share in a fabulous close to the 2008 seminars.

Public Welcome, No fee, please do bring a passing herb flavored dish.

Please sign up now so we know how many will be joining us for lunch: Debra Ady at: 253-857-9094 or [adydebra@hotmail.com](mailto:adydebra@hotmail.com)

Debra has April thru July 2009 speakers set and requests that the budget for seminars remain the same as the speakers will have higher fees to be addressed in 2009