

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.

DRAFT Board Meeting Minutes

Wednesday December 5, 2007

I. Call to order

Becky Croston called the regular meeting to order of the Master Gardener Foundation of Kitsap County at 1:16 PM on Wednesday, December 5 2007, at the Eagles Nest, Kitsap Fairgrounds, Bremerton, WA.

Board members in attendance: Becky Croston, President, Mary-Cathern Edwards, Secretary, Sandy Livermore, Treasurer and Directors at Large; John Mikesell, Ray Etheridge and Roland Malan. Vice President, Marialis Jurges, Vice President, was excused. Also in attendance, Peg Tillery, Gary Gratrix, Sharron Etheridge, Wayne Tysver, Isabel VanValey, Virginia Jones, Dorothy Crouch, Georgene Smith, Faye Linger, Ann Pyles, Kathy Morse, Suzanne Holland, Denise Colles, Debra Ady, Carol Johnson, Debra Hall, Sherie Kiley, Ken Hougen, Babe Kehies, M.J. Tyler, and Joy Forsberg. The minutes of the November 5, 2007 meeting were accepted.

Reports and Announcements

Treasurer's Report for December's MGFKC Board meeting.

1) This month the big expenses came in for the MG class of 2008. These fees and income do not show up on the regular budget because they are a wash in the long run (by January), and the balance is carried over from year to year (since Oct of 2003). Vicki and Peg ordered the books in November instead of December as they did last year. I was under the impression that as in years past, Peg would collect the fees (\$225 per student) at the time of interview. This year she had the students mail in their checks. They seem to be slow in coming. I made a deposit of \$900 today. I have a call into the office to see how many checks are coming in today's mail. I know that there are 5 checks at the office right now. I will bring everyone up to date at the board meeting on how much the Extension owes for the classes. 2) Peg is effectively out of money. The "Program" has spent \$17596.99. The \$16,000 plus 10% leeway is \$17,600. This month's expenditures were BKAT (\$750), Anna Smith Trail (\$424.24), Constant Contact annual fee (\$126), and a workshop that Peg attended (\$40).

Addendum for Dec 5 2007 Treasurer's report as of 12:30 PM

As of 5 December we have \$5,060.01 in the checking account and a total of \$36,478.03 in all accounts. So far Peg needs about 10 more students @ \$225 to break even with the MG class of 2008 and add back to all the funds that were forwarded from MGFKC funds. That should come in this month or early next month.

Sandy made a motion to transfer \$4000 from a CD due 12/06/07 to the checking account for purchase of computer for Extension and Foundation use. Discussion occurred.

Roland seconded the motion; the Board approved to transfer \$4000 from the maturing CD to cover computer purchase.

Treasurer’s Review – Sandy Livermore

ACCOUNTS Dec 01 2007	BALANCES
Bank Accounts	
Kitsap Bank CD #1 (128) closed	\$
Kitsap Bank CD #2 (129) Closed	\$ -
Kitsap Bank CD #3 (130) closed	\$ -
Kitsap Bank CD #4 (131) 7-7-08	\$ 8,113.50
Kitsap Bank CD #5 (132) Closed	\$ -
Kitsap Bank CD #6 (133) 4-6-08	\$ 4,434.28
Kitsap Bank CD #7 (134) closed	\$ -
Kitsap Bank CD #8 (135) 12-6-07	\$ 7,715.39
Kitsap Bank CD #9 (136) 9-14-07	\$ 7,499.48
Kitsap Bank Checking	\$ 3,060.01
Kitsap Bank Savings	\$ 655.37
TOTAL Bank Accounts	\$ 31,478.03

Horticulture Report - Peg Tillery

Extension MG& Horticulture Program Report - December 5, 2007

Compiled by Peg Tillery, Horticulture Educator and MG Program Coordinator:
Class of 2008 - We currently have 45 rookies registered for the Class of 2008. Classes run from January 18 through April 4. We will be using the MG quiz questions from the class of 2001. These questions were provided by John Mikesell. We also have new quiz questions for the chapter on composting, prepared by Becky Croston. Thank you John and Becky.

MG Clinics 2008 - The clinics for the year 2008 will all be at the Farmers Markets, possibly with exceptions in Silverdale and Bainbridge Island. A committee over the last two years studied the outreach we have through the clinics and we’ve tracked the attendance at the clinics. The new and retained locations will allow us more of a venue for educational outreach to the community. We will be updating the clinic materials to have more resource materials available since we no longer can use the publications. This could cause an increase in costs for the budgeting of clinic needs for 2008. The new clinic costs will be delineated in the Program Budget proposal for 2008.

Raab Park Youth Garden - North Kitsap Rotary presented a check for \$500 for Raab Park to the Garden Leader this fall. The check was mailed to the Extension Office by Marilyn Mathis in the fall and never reached the office. Peg will follow up on it with the President of NK Rotary this week. The check will be reissued and will be deposited in the MGFKC to be used for the Raab Park Youth Garden budget in 2008.

Extension Report Continued

MG Program Assistant - The Bainbridge Island Shoreline Stewardship Educator contract with WSU (for Peg's expertise) was renewed for the whole year 2008. That means we have funding available to continue to employ Georgene Smith as the MG Program assistant for two days a week throughout 2008. And—thank you Georgene for all the help and expertise you've provided to the WSU Kitsap MG Program this year since April, and will continue to provide.

Program Budget Reporting - Georgene, Sandy and Peg will meet on December 11 to put together a chart of accounts to track the inflows and outflows of funding for the year 2008. Peg and Georgene are currently compiling and composing the MG Program budget for 2008. Both products will be presented to the MGFKC Board at the budget meeting on December 14.

Greenhouse Report – Peg provided information on the greenhouse to be added to the report of the greenhouse committee. Gary Gratrix will present that report. The greenhouse at Westpark has been offered to the Kitsap County MG Program. Additionally, at a meeting on Friday, November 30, Bremerton Parks and Recreation's Tom Cressman (the director of maintenance and grounds) said we can still have the framework of their greenhouse that came from the Gorst site. All we have to do is go pick it up. The board and the program may want to consider picking up those materials too. Both the Westpark greenhouse and the framework from the Gorst greenhouse could be housed within the fenced area that will be developed for Howe Farm.

Howe Farm – We will need to allocate some funds for Howe Farm for 2008. The tentative target date to be growing and gardening at Howe Farm is from mid year to the end of 2008. Sharon Howard, Mary-Cathern Edwards, Georgene Smith, Bill Gaylord, Peg and others are working on the Howe Farm steering team for the MG Program. Stay tuned over the months ahead for more details.

Olympic College and Organic Gardening Courses – A team of MGs (Kathy Morse, Kim Schleis, Laura Pittman-Hewitt and Ann Pyles) have put together and are teaching and coordinating the "Master Gardeners present an Organic Gardening Program." MGs will also be teaching classes at Olympic College in both the winter and spring quarters of 2008 and if successful these courses will continue.

Laptop Computer and Lightbox Projector – Three to four times a month on average throughout the last six months, the WSU MG and Horticulture Programs (which includes Master Composters, Native Plant Advisors, Organic Gardening, Youth Education, and Shoreline Stewardship Program) has had a need for the use of the laptop and lightbox projector to present educational programs throughout the county. In addition, we have DVDs from the BKAT Kitsap Gardening Program available for showing to groups (on more than a dozen topics so far). We've had other requests that we could not meet because we did not have the equipment to use to provide the educational outreach. The MG Program educational outreach has reached a point where the need for the equipment is greater than the availability of the equipment. To meet the needs of our Master Gardener and Horticulture Education volunteers and staff it's recommended we purchase a new computer laptop and lightbox projector. This purchase will be submitted as part of the 2008 Program Budget. It is recommended that we order and have this equipment onboard no later than mid-February, and preferably sooner. The equipment should not be second-hand. It should be new and up-to-date. The laptop, when not in use for

educational outreach will be used in the Master Gardener Office by the MG Program assistant or by the MGs on duty in the office clinic.

County Budget Impacts for 2008 – The MG Program will have to provide some funding for one of the Extension Office support staff positions for 2008. The other Extension programs will be supplying some of the funding too (including 4H, noxious weed program, and SeaGrant). Arno will be meeting with the various staff members and with the MGFKC to demonstrate the needs and help us all come up with a plan to meet the 2008 and 2009 budget needs. We know the 2008 budget funding shortfalls but not those for 2009 which will be the commissioners' decision.

Discussion occurred re: reminder to refer to "Master Gardener Program", rather than "Peg". Further discussion noted Sandy Livermore will transition accounting software to Quick Books in January 2008.

Newsletter Committee – Gary Gratrix, Editor

December 5th, 2007 MGFKC Gardener's Exchange Newsletter Report

The December/January Issue of the Gardener's Exchange incurred the following expenses:

Printing

106 copies	\$207.76
100 MG membership forms	\$ 20.20
15 Non-Voting member forms	\$ 1.50
1 hour design time 11x17 format	\$ 75.00
Sales Tax	<u>\$ 26.18</u>
Subtotal	\$330.64

Mailing

105 stamps @.97 cents ea.	\$101.85
Pasties	<u>\$ 7.59</u>
Subtotal	\$109.44

Total **\$440.08**

I, and my wife Judy, mailed out 103 copies, including 90 MG copies and 13 Associate copies. I emailed two copies to MG's. I included MG 2008 membership forms in the MG edition and 2008 Associate membership forms in their edition. For the emailed editions I attached PDF membership forms. We currently have three people signed up for email only editions.

I have subsequently found a way to do our own conversion to 11x17 format, thus saving \$75.00 on each future edition.

Thanks once again go out to all of those that contributed to this edition. We had so many good articles that I had to hold a couple back for future editions.

Respectfully submitted, Gary Gratrix - Editor

Kudos to Gary for the production of another fine newsletter. Gary thanked all the MGs who submitted articles for publication, and encourages more, more, more. January 10, 2008 is the deadline for submitting January-February Newsletter articles. Members were reminded to contact Gary Gratrix if you prefer to receive your Newsletter via e-mail, as opposed to postal mail. His e-mail address is listed on the most recent Master Gardener roster. (Contact the Extension Office for MG roster information)

Calendar Feasibility Committee

Roland Malan reported the Calendar Feasibility Committee met November 26, 2007. Discussion included garden related themes. The same photographic artist was contacted with requests for cost estimates. A 2009-2010 completion date may be possible.

Plant Sale Committee

Becky Croston reported the Plant Sale Committee will meet the first Tuesday of every month at Station #41 Fire Hall on Military Rd. The EXCEPTION to the first Tuesday is the first meeting, scheduled JANUARY 8th. Discussion continued: Georgene Smith indicated the sale of fuchsia baskets totaled 22% of the profit. In the future, Foxglove Nursery will be unable to provide sufficient greenhouse space for both the MGF fuchsia and tomato starts. Members were requested to search for a heated greenhouse space with the capability of growing 80 hanging baskets. Each basket requires approximately 2 square feet. Sherry Kiley will research the heat requirements. Members were requested to contact Georgene Smith available green house space possibilities.

Membership Committee

John Mikesell reported the Committee needs a Chairperson, ASAP. Members were requested to contact John if you/they are interested. Membership forms were available at this meeting and will be at future meetings. Forms are also available at the MGF website: www.kitsapgardens.org Due to a few electronic glitches last year, registration is by postal mail only for 2008 (or in person at the monthly Board meetings, the first Wednesday of each month). Members are requested to print the forms and mail to the Extension Office.

State Master Gardener Foundation Representative Report:

Roland Malan indicated 'no report'. Peg Tillery reminded the group that the State Master Gardener Foundation Conference is scheduled for June 12, 13 and 14, 2008 at Fort Worden State Park in Port Townsend.

Unfinished Business:

Secretary-Treasurer term length: By mutual agreement between Sandy Livermore, Treasurer and Mary-Cathern Edwards, Secretary: Sandy will continue the Treasurer term for 2 more years, ending October 2009, and Mary-Cathern will continue for 1 year, ending October 2008.

Purchase of computer for MGF use. Details of computer and software are available from Ken Hougen and the computer purchase ad hoc committee. Ray Etheridge moved the Board approve the purchase of the computer, John Mikesell seconded the motion. Discussion ensued. The Board approved purchase of a new computer.

Committee Chairpersons needed: Becky Croston indicated we have NEED (please) of Committee Chairpersons for BOTH the Plant Sale Committee and Membership Committee. Members are requested to contact any Board Member if you are interested. The Committees are in place, each with Board Member representatives...but we still need a chairperson. Also noted "you do not have to be a Foundation Member to help with the Plant Sale Committee, and you earn Program Support hours by serving on this Committee".

New Business:

(Per Nov 5th meeting - Becky) **Gary Gratrix, Green House Committee Report** (with Peg Tillery's e-mail response)

Allen McKibben, Ray Etheredge, and Gary Gratrix met at the greenhouse on November 19th. The following is our report:

The greenhouse, located at 110 Russell Rd., Westpark, is a Sunglo Model 2100K. It is 15'W x 30'L x 7.5'H. The present retail cost of the greenhouse alone, per the Sunglo website, www.sunglogreenhouses.com is \$9800. This price does not include shipping, all of the electrical, air handling, heating, and the potting benches that it contains. It is of aluminum construction, using pop-rivets for assembly. It has acrylic Plexiglas walls, end panels, and roof. It sits on a foundation of pressure treated lumber mounted on/in a concrete pad. A foundation guide is available on the website. Ray Etheredge can provide pictures of the greenhouse upon request. It is put together a little odd, because the roof "trusses" do not line up for the full length of the structure. It appears to be in reasonably good condition but will need some Plexiglas panels replaced and a boat load of pop-rivets if moved.

The following questions and thoughts came to our collaborative minds,

How much do "they" want for it?

When do they want it moved?

Who will move it and how? The three of us may be able to help, but you'll need more strong bodies as well as a means of transporting it, even if it's broken down into big pieces.

If it's going to Howe Farm, will a site be ready in time? We do not believe it would be a good idea to try and store it somewhere for any length of time, as the collective knowledge of how it came apart will be lost.

You'll need a KC permit for the structure and the electrical. Who will do the electrical work? A licensed electrician will be required. Where's the power source? Who pays the bill?

Who will staff the greenhouse? You'll need a willing crew of predominately south enders.

Plans for the greenhouse will be needed and may be available from the "sellers" or from Sunglo.

Naturally, there will be continuing operating costs that will need to be considered.

The above are some of the questions that came to mind. There will be many others.
--Gary

Peg's Response:

Hi Gary, Greenhouse Gang, Sharon & Becky,

Thank you each for all your work on researching this. I have a few answers to some of the questions and the rest will evolve as we move forward (or not) on this.

First of all, I anticipate "nominal" as defined by BHA means anywhere from \$1 to \$100 but would most probably not be more than that. We can meet with the Bremerton Housing Authority Director who is the person who contacted me to ask if we would like the greenhouse for our program. His board was not specific on what "nominal" meant but he implied strongly that it would be under \$100 and he thought probably \$1-\$5. To locate the greenhouse to Howe Farm we would work with Kitsap County Parks and Rec. We would not have to include the SK School District in this matter because the greenhouse would reside within the fenced in section of our assigned area of the community garden at Howe Farm that is to be maintained and stewarded etc. by the WSU MG Program of Kitsap County and our MG volunteers.

Permitting - We would work with Kitsap Parks and Rec like we did with the learning structure at Anna Smith Park. Dori oversees Howe Farm ultimately and she will assist us in this process.

My husband Pat is an electrician and was also a WA State L&I Electrical Inspector for Kitsap County. He is now a union electrician working for South Sound Electric but he also has his own contractor's license. I'm pretty sure (since he and I share our lives together) that I could possibly persuade him to assist and guide us on the electrical part of the matter. He helped us quite a bit with Raab Park so a precedent has been set for him to assist us.

We would also need water for the greenhouse. Parks and Rec has assured us water will be provided. Additionally, today I attended a Focus on Farming seminar and met a business person (one of the speakers) who lives on Bainbridge Island and his specialty

and one of his businesses is water catchment. I am going to meet with him in January, along with hooking in others to meet with him, to discuss the possibility of doing a demonstration of water catchment at Howe Farm that we could utilize to irrigate the garden area. This is in keeping with the educational outreach that we do as WSU Extension and the WSU Extension Master Gardener Program. The same gentleman also does rain gardens and would help us with that too.

I recommend if the Board would like us to move forward on the greenhouse, that we (that means me, you guys and Sharon Howard as the Howe Farm steering committee chair) should meet with the BHA Director and with Brian & Dori from Parks and Rec to further study the time lines and feasibility issues of moving and installing the greenhouse on that site.

As to the heavy equipment and bodies needed to move the greenhouse Joe Machinski, MG, as part of the Howe Farm Team and Art Castle (HBA Director and one of our partners in education) both have access to heavy equipment and able laboring bodies. MG Dave Kalamar has access to heavy equipment too and he knows how to use. I'm nearly 100 percent sure they can help us get the greenhouse moved and installed. The key thing would be for the Board to say, yes, move ahead, so we can get going since it may take 4 months to get the permits and line everything up. The catch would be to figure out how much I need to put into the WSU MG Program Budget (submitted in December) to cover materials for the move and installation. My husband Pat can work up the electrical costs for us.

The Greenhouse would not be the responsibility of the Foundation (other than financial support and use for the greenhouse for them to raise plants for the plant sale) - i.e. the Greenhouse would be the property of the WSU Extension Kitsap MG Program. But--the se of it would be a partnership with the Foundation and WSU Extension MG Program and the volunteers. We would also use the greenhouse (through the WSU Kitsap MG Program) as a teaching site for greenhouse gardening classes, study and research. Gary - Can you incorporate all this into one document for Mary-Cathern to file as our report on Wednesday? **End of report.**

Ray Etheredge provided photos of this particular Sunglow model, for review. Discussion occurred re: cost and permitting. Peg indicated the cost from Bremerton Housing Authority purchase is nominal, under \$100. Questions re: possible temporary storage site were raised. The bottom line is that we need to make a decision asap because the permitting process is a several month process nad the Greenhouse must be moved by early Spring. Mary-Cathern Edwards made the motion to go forward with the purchase of the greenhouse, pending discovery of costs pertaining to relocation, storage and permitting. Roland Malan called for discussion. It was determined the Board needs more finite costs re: relocation, temporary storage, final location, and manpower and assembly. The motion was tabled for further discussion at a later date.

The next regular Board Meeting is scheduled for 1 PM, **Wednesday Jan 2nd**, at the Eagles Nest ,Kitsap Fairgrounds, Bremerton, WA. Your Secretary reminds all Committee chairpersons to submit an e-mail report prior to or on the day of the meeting.

Becky Croston adjourned the meeting at 2:50

...and the festivities began. We enjoyed the bounties of our 'raffle' (a free ticket given to each attendee, and subsequent tickets for each raffle donation provided), baked treats and veggies (thank you everyone) and coffee and tea (thank you Sharron)!!!!