

# 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 March 5, 2008

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

Becky Croston called the regular meeting to order of the Master Gardener Foundation of Kitsap County at 1:00 PM on Wednesday, March 5, 2008, at the Eagles Nest, Kitsap Fairgrounds, Bremerton, WA.

Board members in attendance: Becky Croston, President, Marialis Jurges, Vice President Mary-Cathern Edwards, Secretary, Sandy Livermore, Treasurer, and Directors at Large; John Mikesell, Ray Etheridge and Roland Malan. Excused absence: Peg Tillery.

Members in attendance: Sharron Etheridge, Debbie Gallagher, Cat Ross, Virginia Jones, Izzy VanValey, Allen McKibben, Delona Kent, Gary Gratrix, Dorothy Crouch, Sharon Howard, Debra Ady. The minutes of the February 5<sup>th</sup>, 2008 meeting were accepted.

### **Reports and Announcements**

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

<b><u>ACCOUNTS</u></b>	<b><u>BALANCES</u></b>
<b>Bank Accounts</b>	
Kitsap Bank CD #4 (131) 7-7-08	\$ 8,206.05
Kitsap Bank CD #6 (133) 4-6-08	\$ 4,434.38
Kitsap Bank CD #8 (135) 12-6-08	\$ 3,800.48
Kitsap Bank CD #9 (136) 9-14-08	\$ 7,663.09
Kitsap Bank Checking	\$ 9,182.30
Kitsap Bank Savings	\$ 655.81
<b>TOTAL Bank Accounts</b>	<b>\$ 33,942.11</b>

Copies of budget were reviewed. Further discussion indicated the Board would finalize the budget at a date yet to be determined.

Roland Malan noted the fundraising 2009 calendar costs of approximately \$10,500 for up front costs would be expended in 2008.

John Mikesell noted the budget distributed at this meeting is to be considered temporary until a Board retreat meeting is convened, to be held in the near future. (Note...date was set after the meeting adjourned for April 9<sup>th</sup>)

### Horticulture Report - Peg Tillery

None.

### Howe Farm Report – Sharon Howard

Sharon provided an overview of current Howe Farm status:

The three stewardship groups participating at the Howe Farm site are: the Kitsap Dog Park group, South Kitsap School District (SKSD), and WSU Kitsap Master Gardeners.

The Memorandum of Agreement (MOA) should be signed with all three groups in the near future. It was noted that there is no septic system on the property; the County provided porta-potty bathroom facilities.

The Port Orchard Rotary agreed to promote the Howe Farm MG Community garden site at their May 3<sup>rd</sup> 2008 Auction and Crab Feed. As tickets to this event become available, we are encouraged to participate.

The County has no available planning support to assist further with this project. Parametrix, a private entity, has agreed to provide pro bono planning support to WSU Kitsap Master Gardeners and SKSD. (re: grading and ADA accessible paths)

Kiwi Fencing provided a \$6000 bid for deer fencing for the perimeter of the Community Garden site.

The very large retaining pond created by contractors Northern Con Ag, on the East side of the garden is scheduled for repair in May or early summer. Sharon will contact Northern Con Ag re: the possibility of assisting with moving excess dirt from the retention pond area to assist Community Garden area.

Discussion was heard re: Community Garden water usage. Howe Farm gardens will be hand watered. Raab Park usage of 1500 gallons for the entire season was offered as a comparison to potential Howe Farm garden use.

Bremerton Housing Authority has offered the use of a 15' x 30' Sun Glo greenhouse to the WSU Kitsap MG for Howe Farm garden. The green house will be dismantled and transported to Howe Farm for on site storage.

Sharon was thanked for her ongoing organizational efforts.

### Newsletter Committee – Gary Gratrix , Editor

No Report

Discussion occurred re: sending the next Newsletter via e-mail to all Members currently receiving a mailed hard copy, in the hope that Members would opt for e-mail distribution, as opposed to USPS mailings. E-mail distribution would eliminate postal costs. It was determined Gary Gratrix will send the next Newsletter via e-mail.

Discussion occurred re: sharing e-mail Newsletter with Thurston/Mason County Extension Offices. The discussion was tabled pending further investigation re: feasibility.

### Calendar Feasibility Committee –Cat Ross

MG 2010 Calendar Crew ....

Calling all of us together for another BIG Calendar Gathering

Please mark your calendars for **Thursday 27 March 1 pm to 4 pm**

Held at: Fire **Station 41 - Meadowdale Station** at corner of Fairgrounds Road

7600 Old Military Road NE, Bremerton, WA 98311

Future Calendar Crew Gathering: SUNDAY 27 APRIL ~ 2 pm to 4 pm. stay tuned for location!

All entire crew gatherings will be on the 27th of every month as we can baring Nov. & Dec due to holiday conflicts.

Schedule will be **27th** of each of the following months so please mark your calendars:

5 in 2008 Feb, March, April, Sept, Oct

4 in 2009 Jan, Feb, May, Sept

2 in 2010 Jan, Feb. that's all folks! That meeting should give us our total profit!  
Cats' Calendar Dictionary  
Calendar Crew anyone at all participating in any way to make this fundraiser a success  
Calendar Crew Lead that would be me Cat Ross [catherine\\_ross@msn.com](mailto:catherine_ross@msn.com) home  
360.277.4177  
Calendar Gathering all teams and committees come together for important  
meeting/presentation/panic announcements  
Calendar Meetings small groups of individual team or committees  
Team/Committee any division of the 110 calendar crew jobs ~ team less than 4 people,  
committee more than 4 members i.e.:  
Decision Makers ~ storyboard committee, Ideators & Planners committee  
model team/committee all models ~ teams may be a collective of 1 months'  
models; committee all photographed models  
sales team/committee pre-sales team, hawkers & peddlers committee, sales  
ue selector team; internet & mail order sales team  
promotion team/committee ~ advertising copy writers,  
advertising team ~ copywriters, signage, posters, fliers committee  
set designer team ~ props team  
art designer team ~ flower collector team  
Editor's committee ~ copywriting team, proof reading team, fact checker  
team, spell checker, horticultural research, date checker  
Party Planning committee ~ signing events team, celebratory parties team

**Seminars Committee : Debra Ady**

**2008 Seminar Schedule** – See Attached

Discussion occurred re: events planned during the day can be a problem for those who work M-F.  
Discussion occurred re: payment to seminar presenters.

**Plant Sale Committee Becky Croston**

**KITSAP COUNTY MASTER GARDENER FOUNDATION  
PLANT SALE**

**Committee Combined report: March meeting**

Location/time: Fire station 41 1-3 pm March 4, 2008.

Six Master Gardeners attended our meeting: Becky Croston (Chair,) Al McKibben, Wayne Tysver, Sheri Kiley, Cat Ross, Julie Rhee. Wayne Tysver: **Next meeting:** April 1, 2008, Fire Station 41, 1-3pm (April Fool's Day!)

**Time crunched decisions maybe:**

1. Promotions:

A. Wayne: **bookmarks:** Wayne is having another batch printed up. More are in clinic boxes.

1. These were definitely handed out at Barnes and Noble gift wrapping.

B. Gary: 1. Joyia Rubens has arranged to have our promo on the Mentor Building reader board.

2. Jackie Aitchison will do the same thing for the Poulsbo reader board on Hwy. 305, Poulsbo.

D. Rhiannon was able to blow up the plant sale poster to a 2' by 3' laminated sign—no cost.

E. Gary had more "small" posters printed up for \$29.86.

2. Quantity ordering:

A. **Natives:** 18 members and Rookies showed up to pot up the natives in about 2 hours. There was a great opportunity to learn about dividing huge clumps of dahlias, and how to pot up bare root natives. 160 plants, costing \$321, were ordered by Gary. Some of the 6-8 doz. additional trees and raspberries were also potted up which were left over from last year. Soil cost was \$69.50.

B. **Fuchsia:** Sheri

1. Allen McKibben & Georgene Smith picked up 400 starts of fuchsia from Linda: \$220.00 (55 cents each.) Sheri's committee potted them up from 2x2's to 4x4's.

2. These need pinching and potting up again, so Sheri will coordinate a small committee for this.

C. **Gloves:** Sheri will order 2 cases of mixed sizes, half light-duty and half heavy-duty. The committee chose sizes and decided that we can sell any remaining at Foundation events.

D. **Compost bins:**

1. Becky is looking into purchasing Presto's "Geobins" at wholesale and will report to the committee

2. Master Composters: if we go through with this, Becky has a list of MC's and will contact them to work shifts. They will coordinate shifts with Cat Ross.

3. Other:

A. Purchase **anti-fatigue mats:** we have enough for "loaners" from members for this year.

B. **Cardboard Trays:** Scott and Debbie Elkins: 779-4560. Scott works for Coca Cola, and provided trays in the past. Judy Morgan (who hauled them in '07) will contact them for a donation again.

C. Ann Pyles: damaged hip-replacement: Turning over business to Sara and Jared of "Hands-own Homegrown." They sell at the Poulsbo Farmers' Market. They may be able to produce enough extra for a donation too, but in their first year taking over Ann's business, this may not be possible.

Keep them in mind for '09.

D. Jackie Aitcheson is in charge of the Poulsbo Farmers Market. Allen will talk to her soon about donations of tomatoes. Last year we let the Market include information in each of their donations for a tomato contest they were having: we would be happy to oblige them again.

E. **Volunteers:** Cat Ross:

1. Sales: Cat will work with Sandy Livermore on a system for sales, which includes 5 volunteers who will "tally" the sales, and two who will be cashiers. This should speed up the process.

2. Becky is forwarding Cat the current, updated list of Foundation members and what committees they are interested in serving on.

3. Cat Ross will manage the sign-in sheets/clipboard for volunteers during the event.

F. Cat and Becky are working on making small **gift tags** for the sale, based on samples Cat found.

G. **Cut flowers:** Although we will not sell them this year, we will look into the particulars of doing this next year. We would need a small committee of specialists to ensure quality. Cat will seek out volunteers. Sheri will study how her floral club manages this: theirs is held on Mother's Day weekend.

H. **Roses:** apparently the Rose Society has a donation of 125 (?) roses, and want to know if we can sell them and split the profits. Ray Etheredge might have more information on this. We agreed that this is worth looking into. We would need no less than a 50/50 split, preferably 60/40.

I. **Worm Castings:** Julie Rhee suggested we sell baggies of vermicompost, as they did sell at the Banquet last fall. Becky and Julie will work on this, with Becky contacting the Master Composters for additional sources.

J. **Bat Houses:** Allen has 10 made, and will make 10 more and quit. Materials were \$70.31. We will sell them for \$15 each.

K. **Donations:**

1. Barbara Cavenagh (M.G. '98) is moving and donated a truckload of plants. Bill Gaylord delivered them to Anna Smith March 1 for storage.

2. **Hosta:** Steve Johnson of Cooleen Gardens, E. Bremerton, will definitely have hosta for us again: Becky contacted him, and we will work out a good day/time to have haulers meet there. They need to be stored with people who can prevent the onslaught of invading slugs---so they cannot be stored at Anna Smith. Last year we had 6 volunteers tend to them. Some of us still have hosta from last year—the ones which were too immature for last year's sale.

--end---

**Tour Report: Marialis Jorges**

April 18th field trip is scheduled to the Chase Gardens. The time scheduled is 10:00 AM in Orting, so will be working out carpools shortly.

We are still developing details for the trip to the Rhody Species garden in Federal Way the first week in May.

We are planning a carpool for those interested in the Pt Defiance Garden Show Saturday June 7.

June 27 is scheduled for the Lavender Garden of Susan Herrington and several others in the north end of the county.

We always send a notice from Jane and Peg regarding the field trips, so further details to come.

As the days get closer, e-mail or phone to get on the sign up list.

**State Master Gardener Foundation Representative Report:**

No Report. Roland was thanked for his ongoing efforts as our representative. limit.

**New Business:**

Meet and Greet for 2008 Intern Class- Cat Ross

MFGKC MEET & GREET THE 2008 ROOKIES GARDEN PARTY LUNCHEON

ASG FRIDAY 4 APRIL 2008 11AM TO 12:30

Tuesday 12 February 2008 Meeting

Committee: Cat Ross, Sheri Kiley, Donna Hamilton, Debra Hall, Debra Ingham, Roland Malan Chrissy Petoff (will now do pre-work she can't make the switched date) Babe Kehres (would work if at Raab Park, will help if we get in a bind at ASG)

Reason for Event: Promote MGFKC Activities and Recruit ACTIVE Foundation Members

This venue: to spend more than 15 minutes before class extolling the virtues of becoming a MGF member

Meeting Accomplishments: to integrate experience with ideas to host a successful new event

Budget: as much donated as possible, a bit for paper products and entrée (\$250)

Anticipated Attendance: 40 Rookies, 8 staff & mentors, 6 committee (us), 4 Board Members, 58 + ASG regs. 12 to 25 (87?) We will prepare for 75 so we won't have a lot of leftovers.

Peg invited people to attend in her email so we may get some that marked the date We will now only mention it at Foundation meetings

ASG Tour & Work Day: 9am to 11? 9am to 10:30 will be 4 or 5 groups starting in different areas of the garden to take tours this will not be a "work" in the garden day it will be an "education" in the garden day through tours and Veterans talking about beds and history of ASG

Presentation & Lunch: 11 to 12:30 Presentation will begin approx. 10:30 and last between 1/2 hour and 45 minutes

MAIN Speakers: John Mikesell & Roland Malan 10 to 15 minutes Introduce the Board & what the foundation does for the Program & touch on the State Foundation. The following committee chairs will speak for 3 to 5 minutes recruiting volunteers or explaining how they assist in fundraising for the Foundation and in helping the program. Each speaker will have their own sign up list on a clipboard with a secured pen

Looking for volunteers or explaining what their committee does to promote the foundation

Plant Sale	Becky	clipboard for signing up late volunteers
Calendar	Cat	2006 calendars to show as samples to pass around
Membership	John	hand out membership sign up sheets extra copies for other attendees
Tours	Marialis	hand out flier of upcoming tours extra copies for other attendees
Seminars	Debra or Carol	hand out flier of up coming seminars extra copies for other attendees
Newsletter	Gary	will hand out one more copy of newsletter NO extra copies
MGF Clothing	Barbara Thomas	will talk about the MG apparel line
ASG	Donna & Debra	will discuss volunteering at ASG and Raab Park and how the foundation assists the gardens

Do we staple all this together? To avoid loss or flying papers? YES, a packet would be best stapled together with the Membership sign up sheet on top so they can sign it tear it off and hand it to any board member that day. Bottom to top: Newsletter, tours flier, seminar flier, Membership sign up sheet.

MEAL: LUNCH

Food: vegetarian soup Sheri  
chili con carne Cat  
Caesar Donna  
Greens salad & dressing Need some one to volunteer  
assorted breads Debbi I.  
fruit trays Debbie I.  
veggie trays Need some volunteers to bring these  
carrot cake "Welcome 2008 MG Rookies" from Costco Donna will order will be picked up by Costco runner

Assorted other items brought by ASG regulars and any foundation members that show up Donna & Debra will bring up at ASG meetings and send out an email just prior to the event day

Beverages: coffee, tea, handle by Sharon Etheredge we will purchase 3 cases of water

Items that will use the budget: soup, chili, cake, paper products, water

Paper Products: non-Styrofoam requested plates, small bowls ( like a sundae cup), coffee cups, napkins, paper towels, trash bags, plastic ware.

Debra has table cloths and clips from previous event

Other Items: Grill? No ~ GENERATOR & heavy duty electric cords from Roland, 3 crock pots from Donna and 1 from Cat & and electrical cord

SIGN UP:

Committee Sign-up sheets: clipboards & pens Each committee person will be responsible for their own clipboard and pen and sign up sheet

Membership sheets: John will hand out during his talk to be on top of stapled packet

PERKS:

Raffle? NO

Clean up: Everyone will chip in

Mini closure meeting: 15 minutes right after the event then anything that comes to mind or any committee members hears in feedback will assist me in reporting back to the Board in May.

Will we suggest doing this again at both gardens? It will need a chairperson!

What went right?

What do we need to change?

What really didn't work?

Other Thoughts:

Microphone needed NO

Weather conditions Inform the Rookies to dress for the weather as ASG people are weather resistant and work in the rain!

Do we need to meet again? No email or phone calls will get things done

NEW NOTE: Vivian Durfee has a scrapbook of the foundation that unfortunately was damaged in a flood in her home but she is trying to salvage some of it for us to have on hand that day.

Otherwise there does not seem to be any history of the Foundation per se to show anyone what the Foundation has accomplished over the years.

TO DO LISTS: per the meeting 12 February 2008

Donna: Caesar Salad, 3 crock pots, sign up sheet for ASG with clipboard and secure pen, will order cake, will talk to ASG regulars about bringing food items

Debra Hall: tablecloths & clips, will bring some food item, will talk to ASG regulars about participating

Cat: chili, beans, mixed greens salad with salad dressing (very large bowl for 35 or so) french, ranch, italian

2 crock pots 5 ladles, heavy duty electrical cord, 4 small knives for cutting fruit, 4 mini cutting boards, salt & pepper shakers, 5 alarm spice shaker,

3 paper towels, box of trash bags, assorted spoons for serving, 3 clipboard sign up sheets for calendar, plant sale, apparel sales force

Roland: generator, heavy duty electrical cords

Sheri: Soup

Debbi Ingham: 2 fruit trays, 4 loaves of hearty sliced bread cut in half lengthwise

WE NEED:

2 veggie platters

Cat to pick up at Costco or grocery store:

CAKE, non-styrofoam ~ plates dinner & dessert, soup/chili cups, 100 coffee cups, napkins, plastic ware forks & soup spoons, 3 cases of water -

**Note: This event was subsequently canceled**

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Discussion occurred re: a Board retreat scheduled in the near future to discuss short and long range goals.

Roland brought his laminator to laminate MGF membership cards

President Becky Croston adjourned the meeting at 2:50 (or thereabouts)