



## **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**

Minutes for Wednesday, June 2, 2010

#### **Call to order**

President, Becky Croston called the regular monthly Master Gardener Foundation board meeting to order at 1:05 PM on Wednesday, June 2 2010, at the Meadowdale Fire Station, Bremerton, WA.

Board members in attendance were: Becky Croston, President, Roland Malan, Vice President, Fred Abrahamson, Treasurer, and Members at Large: Martha Alexander, Jim Rodman, and Mary-Cathern Edwards. Excused: Arlene West and Peg Tillery. Members in attendance: Ray and Sharron Etheredge, Sandy Livermore and Julie Rhee.

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#### **Reports and Announcements**

**Secretary's Report:** Approval of the May Minutes was tabled until the July meeting. Acting Secretary Mary-Cathern had been unavailable for most of the month, creating a delay in getting the Minutes to the Board in a timely manner...although they were forwarded to the Board mere moments prior to the start of the meeting.

#### **Treasurer's Report – Fred Abrahamson**

Through 5/31/2010:

1. The checking balance \$3,318.82
2. The savings balance is \$500.31
3. The Money Market balance at Kitsap Credit Union is \$20,251.63
4. The combined CD balance is \$25,798.77

Our overall cash resource is \$49,869.53

Breakdown of CD's

Kitsap Bank (131) 7/7/10 = \$2,564.63

Kitsap Bank (136) 9/14/09 = \$8,207.85

Kitsap Credit Union (70) 2/12/12 \$5,019.10

Kitsap Credit Union (71) 4/7/11 \$10,007.19

#### **Budget vs. Actual 5/31/2010**

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Mary-Cathern Edwards, Acting Secretary

Through May, we have an income of \$16,149.12 and expense of \$7,175.94 for a positive \$8,973.18.

Notes & Comments:

- We received a donation of \$500 from the Bremerton Garden Club for the Butterfly Garden at Anna Smith.
- Plant Sale income \$11,716.48 with \$1,619.58 in expenses for a net \$10,096.90. We budgeted \$12,900 for Plant sale income and \$3,900 for expenses for a net \$9,000. **2010 Plant Sales income is \$1,096.90 higher than anticipated.**
- Calendar income year to date is \$2,749.30 compared to budget (anticipated) \$500. We did have \$197.80 in expenses charged to 2010 because a check was lost and reissued. The net income during 2010 from calendar activity is \$2,551.15.

**Calendar Recap:**

The total income for all years of calendar activity is \$32,393.38. The total expenses for all years is \$26,785.65 for a total profit of \$5,607.73

**Seminar Report:**

Discussion: The May 19 Culinary Herb Seminar presented by Sally Tysver was well received. A June 16 Hosta seminar will be presented by Carol Reese. Salvias will be the topic on July 21 provided by Kay Kauffman.

Ray and Sharron Etheredge indicated they will not be available to coordinate the Third Wednesday Seminars in 2011. Both Sharron and Ray do so much for the Foundation...in addition to the Seminar coordination. Thank you so very much.

**Plant Sale Report:** Becky Croston

Wrap-up, Post Sale Plant Sale wrap-up meeting: What worked, what didn't work, advice for next year:

Committee: Chair, Becky Croston, and members: Gary Gratrix, Georgie Pulliam, Sheri Kiley, Sandy Livermore, Christina Nelson, and Chrissy Petoff, with guest: Donna Hamilton. All met at Fire Station 41 on May 27<sup>th</sup>, from 1-3:30.

1. Income/ expenses:

A. Sales:

1. Gross income as of May 12: **\$11,716.48**

2. Expenses (incl. **sold and unsold** items) facilities, etc.: \$1619.58

A.1. Facility: Van Zee building: \$150. (vs. full cost: \$750.)

2. Tables, Chairs, and signage: \$426.80 (vs. full cost: \$853.50.)

--1 & 2 = \$576.80 (\$120 of this marketing—signage)

B. Native Plants: \$189.00

C. Hosta: \$688.75

D. Aprons: \$379.20

E. Gloves: \$205.93

F. Publicity: \$ 90.89 (marketing)

G. Veggies: \$433.20

H. WSDA Permit: \$ 6.70

**\$2,570.47** (budget: \$2,900 resale plus \$1000.00

marketing.)

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3. Total cleared as of Trs. Figures, 5/12/10 -- \$10,088.90.

Total cleared after more bills are in: \$ 9,146.01

4. Additional sales potential (see #2, below): \$ 1,042.31 ? Potential total to Dec.: + \$10,188.32

B. Breakdown of some known items:

1. Gloves:	168 sold -- \$ 5 each	cost = \$318.70	each: \$ 1.897
cleared: \$ 521.30			
2. Hosta:	128 sold -- \$ 6 each	cost = \$352.64	each: varied
cleared: \$ 395.36			
2. Aprons:	17 sold -- \$20 each	cost = \$322.32	each: \$ 18.96
cleared: \$ 17.68			
3. Used Tiller:	1 sold -- \$50	cost = donated	-----
cleared: \$ 50.00			
4. Mower:	1 raffled --	cost = donated	-----
cleared: \$ 263.00			
5. Ciscoe/Meeghan photo: raffled:		cost = donated	-----
cleared: \$ 24.00			

T: \$1,271.34

2. Remaining inventory for sale:

1. Gloves: 136	-- \$ 5.00	cost = \$ 257.99
Should clear: \$ 521.30 ?		
2. Hosta: 122	-- \$ 7.00?	cost = \$ 336.11
Should clear: \$ 517.89 ?		
3. Aprons: 3	-- \$20.00?	cost = \$ 18.96
Should clear: \$ 3.12 ?		

T: \$1,042.31 ?

**Discussion items on what was done/used 2010, and what to change for 2011.**

1. Ok: Tables and chairs, 2010: set-up: 6, 6' tables, 70, 8' tables, 10 upholstered chairs, 1 ladder (need 12 ft.)
2. Publicity: Add Craig's List next year, and seek out more advertising options, including paying for Mentor sign on Hwy 3.
4. Promotions:
  - A. Gary: mini posters (8.5 by 11) : okay. ( No large posters --not cost-effective: decided '07)
  - Agreed: in 2011 Sandy Livermore will chart an effective distribution of these.
  - B. Bookmarks: handed out all we had. Chose to not make any for 2011.
  - C. 10 by 3 ft. banner great in front of building. We still have one missing.
  - D. A-boards: They are at Anna Smith gardens for our use again next year.
  - E. Yard Signs and stakes: Gary has about 24 of the 30+: we could distribute them better.

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5. Quantity ordering:

A. Natives: Gary: He will work with John Mikesell for ordering for 2011.

B. Hosta: Becky: We sold about half of them, and she will work on ordering enough for 2011.

C. Veggie starts: Sheri: She will check with Foxglove on their being willing to grow again for 2011.

D. Gloves: Sheri: We will order 1 doz. X-Lg. for 2011 and the usual sizes to replace our stock. It worked very well to sell them off the “cigarette girl trays.”

6. Donations:

A. It was decided for sales to not solicit “off the cuff” donations from other commercial sources: we want to maintain a high level of quality plant material grown specifically for our sale. All donations should be pre-approved, as some sources will try to pawn off sickly looking plants.

B. Cooleen Gardens donated lots of azalea and other plants, and assisted Becky in ordering Hosta.

\*Christina and Chrissy will coordinate with Cooleen for a donation in the Fall, and will store them.

C. Bainbridge Island Forestry Commission donated cedar trees (via MG. Kathy Morse): few sold.

7. Other:

A. Dana Coggon : Noxious Weeds Display and Clinic: went well with Celia on hand.

B. M.G. clinic table: Georgie: what works is to have the reference materials on hand, MG’s roaming.

C. Native Plant/ Shoreline Stewards Tables in back: John: He had a great team of assistants.

D. Thank You cards were sent by Becky (chair) to Cooleen Gardens, Foxglove Greenhouse, Scott and Debbie Elkins for cardboard trays, BI Forestry Commission. The Salvage Team will send Thank You’s as they deem fit. Additional cards were sent to Sharon Howard and Laura Pittman-Hewitt for their mega donations of tomatoes.

E. Volunteers: Georgie: 127+ volunteers worked 706+ hours at the sale.

F. Raffles: Georgie: The majority agreed that this is not the best venue for raffles. For every dollar sold in tickets, a profit of over \$3 could have been made in a glove sale in the time it took to sell a ticket. Donna Hamilton is willing to coordinate a raffles table if a donation comes up for 2011.

G. Veggies: Sheri: the “Greenhouse MG team” worked out well—we thank Kim Schleiss and her interns who volunteered to help on potting up and transporting. Sheri and Kim will work on 2011.

H. Salvage Team: Kudos! They gathered over 900 pots of plants for our sale! The Team has plans for 2011 and are already planning two Fall gatherings.

Next Year: Changes? Additions? Improvements?

A. Discussion: No Pre-Sale. Anyone can start buying Friday 9am. No solution could be found to make everyone happy about this. Sheri’s garden club won’t let their members buy until an HOUR AFTER their sale starts. We decided to go back to the rule of : keep the best looking plants there for the buyers to see. They don’t like us getting first dibs. Every year we get complaints about this.

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B. Get more word out to have Foundation Members and MG's donate plants. Fall: get into the newsletter via a separate flier, what sells, etc. and print extras to hand out to the new Rookie class.

C. Write up an e-mail memo to send to MG's, that is written for THEM to forward on to friends and Family, letting them know of the sale, and that we still have great plants and NEW: bouquets!

D. Handouts: printed by Extension: Native plants, Shore Stewards ?, Rain gardens? Seminars?

E. Facilities / expand into the President's Hall?

1. We paid \$ 576.80 vs. full: \$ 1,586.00 for the Van Zee and equipment. Sq. footage: 6,804.

2. It is very likely that after negotiations with Parks we will not be charged for the use of the building nor equipment. Negotiations are now in the works for trading "in kind" hours of volunteer work for offsetting the costs. Without any changes, the MG's at only two of the county parks donate --- at minimum -- a value of \$4,620.00 in labor, and that is a VERY conservative figure.

3. Expand next year: President's Hall: The committee all agreed in full that we cannot fill even half of the 19,354 sq. ft. of the President's Hall in 2011. We agreed that the buyers would believe we are actually having a "smaller sale." Filling the Van Zee building is a better business plan. We also agreed in full for an hour of reasons that this is not the weekend nor venue for vendors. "Never say never" and we will always discuss adding vendors, but after a lot of talking to potential vendors and looking into the potential profits and losses, this is not a wise idea and we could actually clear LESS and work HARDER. We also do not have enough volunteers to add a team to manage vendors, and vendors prefer their established prime sales outlets for Sat. and Sunday of Mothers' Day weekend—we close early on Sat., and are not open on Sunday.

F. Instead, to add to profits, we will add "fresh flower" bouquets and arrangements to our sale. We have a Chair ready: Carolyn Berger, who will work with a team on this new project. We have the tables up front for this, and Sheri said that she knows of several MG's who would love to make arrangements for the sale. The team would have to find a way to not display the flowers until late on Thursday, so we can have the front half free for gathering, sorting, pricing, and labeling. It is suggested the flower team come in at 4:30 on Thursday when they can arrange and set up on the tables up front, and clean up.

### **Committee for 2011:**

Chair: Becky Croston /hosta

Gary Gratrix: Tomatoes/veggies

Sheri Kiley: Foxglove coordinator, gloves

Georgie Pulliam: volunteers

Sandy Livermore: publicity/promotions/posters

Chrissy Petoff/Christina Nelson: Salvage Team

Carolyn Berger: flower arrangements

Donna Hamilton: raffles, if needed

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Discussion with the Board: Our current overstock of hostas will be available for sale at the Third Wednesday Hosta Seminar on June 16. The 2011 quantity to order will be determined after the June 16<sup>th</sup> sale.

**Old Business:**

Audit Committee: Martha indicated she would like to augment the current Committee of Sandy Livermore, Joyia Ruebens and Donna Hamilton.

Discussion occurred re: adjusting the fiscal year for audit purposes. The discussion was tabled until the Audit committee reviews the ramifications of changing the date.

Nominating Committee: Board members were encouraged to submit nominations for open positions – Vice President, Secretary and Member at Large.

State Foundation Conference: Jim and Martha are accepting items for a gift basket to be donated as a fundraising item to benefit scholarship activities sponsored by and at the State MG Foundation Conference in September, 2010. Jim will write an appeal to members to be published in the MGF Constant Contact e-mail notifications.

**New Business:**

Green house at Fairgrounds

Discussion: Frank Abbot, Kitsap County Parks and Rec Events Coordinator discussed with Becky the possibility of **providing a place** at the Fairgrounds for a green house, to be maintained by Master Gardeners to grow container plants for placement throughout the Fairgrounds. Note: The greenhouse is not part of the deal. A grant would need to be received to offset the purchase and supplies. Mary-Cathern noted that the green house needed to be situated on a temporary foundation, as opposed to a permanent foundation (this was a lesson learned with 'Howe Farm') The Board determined that pursuing the possibility is worth the effort. Becky indicated she would pursue a cost analysis re: requirements and maintenance. MC suggested Peg may have some pertinent data and materials. A previous analysis was completed at the time Howe Farm was considered a possible MG site. The discussion was tabled until a later date.

Meeting Location for 2010-2011

Discussion occurred re: central meeting location for Board Meetings and Seminars. The preference was to return Board meetings to the Eagle's Nest. Becky offered to 1) negotiate a rental facilities agreement with Kitsap County Parks and Rec and 2) to create a MOA between the County and the MGF for meeting space.

**Meeting was adjourned at 2:43 PM**