

# ***Master Gardener Foundation Kitsap County***

## ***Board Meeting Minutes***

February 1, 2006

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

**Jane Bedinger** called to order the regular meeting of the MGFKC at **1:02 pm** on **February 1, 2006** at the **Eagles Nest, Kitsap Fairgrounds, Bremerton WA.**

#### **Board Members Present:**

Jane Bedinger, TR Strong, Sandy Livermore, Colette Wilson, Allen Miller, Wayne Tysver, Marialis Jurges, Peg Tillery

#### **Members At Large Present:**

Carol McCarthy, MJ Tyler, Mary Manning, Sharon Howard, Gary Gratrix, Donna Alber, Pam Warner

### **II. Approval of minutes from last meeting**

Colette Wilson queried for any corrections or amendments to the minutes from the following Minutes:

- Board Planning Meeting 11/04/05
  - o Motion to approve – **Sandy Livermore**
  - o Seconded - **TR Strong**
  - o **Vote – carried unanimously**
- Board Meeting 01/04/06
  - o Motion to approve – **TR Strong**
  - o Seconded – **Sandy Livermore**
  - o **Vote – carried unanimously**
- Board Budget Meeting 01/11/06
  - o Motion to approve – **TR Strong**
  - o Seconded – **Marialis Jurges**
  - o **Vote – carried unanimously**

The minutes were approved as distributed.

### **Reports and Announcements**

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

See attached –

Sandy reported the following account balances:

Account balances, Net Worth, Income for January, Expenses for January

Sandy now has the new hard drive and all Treasurers records are being kept on that.

#### **Comments from the Floor**

*Sharon Howard*, make books available as requested and reports should include current account balances and any moneys held in CDs etc.

Sandy reported the following account balances.

#### **Horticulture Coordinator – Peg Tillery**

See attached report

She reported the following:

Classes – currently 51 rookies

Very grateful for the assistance of the mentors.

Volunteer hours for 2005 totaled 22,000 valued at \$374,000

Grants – currently being pursued to fund video production of 6 horticulture videos and the addition of an Americorp intern to assist the Horticulture co-coordinator. The grants require matching funds and Peg requested that the Board approve funding of the remaining funds required of approximately \$4800 for the videos.

Peg attended the Mid-Pacific Cluster meeting. The next meeting is planned for 4/5/06 and Peg recommends that members of our Foundation consider attending this meeting as well.

Leadership Workshop – Mary Moore (Thurston County MG) is available to conduct a workshop on Leadership for our committee chairs, Board Members. Her fee for the workshop is \$300. Peg requires that the Foundation consider payment of \$150 to cover the cost of this workshop. The tentative month for holding this workshop is April 2006.

Master Gardener Meeting with Facilities, Parks & Rec – Peg attended meeting as well as a number of other MG's to let the group know what we as MG's do in the county.

Native Plant Advisor Classes – Meeting of this committee on 1/30/2006. New classes will begin 2/23/06. There will be 48 hours of payback time to cover the 48 hours of training. There are numerous volunteer opportunities. Classes members will need to do 75 native plant samples. (35 of the samples could have been seen in Guillemot Cove.) Native Plant Advisor trainees will have a Mentor similar to .

Hours Reporting – We are going to a new hour reporting method that requires only 1 email per month of hours worked. Ext. Staff is currently in the process of developing a method of this information being collected online.

Website – New material is now available on the Extension Website.

**Communications Committee** – No Report

**Newsletter Committee** – Colette Wilson

Colette reported that the newsletter has been completely revised and has a brand new look. This month we have had a number of excellent submissions from members. The newsletter will now be available on the website as well as in print. Members who would like to access the newsletter online can opt to not have a hard copy mailed to them.

**Programs Committee** – Sharon Howard

See Attached

Hypertufa class – at Sharon's on 3/25/05 Laura Pittman-Hewitt will teach the class Foundation provides supplies. Member makes one for self and one for sale....no limit.

Vermicomposting Seminar on 5/20/06 by Becky Croston

Other suggested workshops, Flower Arranging, Container designing, How to Grow Orchid's (potential Bob Russell)

Field Trips – Marialis reported for Joyia – the schedule is roughly drafted. They are still making some additional plans. Next meeting to discuss field trips is 2/17/06 at Marialis' home.

**Policy Committee** – Gary Gratrix

Six policies have been voted upon, 2 more to go before Board for vote and then committee work will be done at this time. Established as a special committee but future consideration may be given to re-establishing the committee again as the need arises.

**Ways and Means Committee** – No Report

**Plant Sale Committee** – Pam Warner Co-Chair.

Meeting on 1/30/06. Fuchsia baskets (50+) will be available. Gary has ordered trees from Kitsap Conservation district. Dahlia tubers will be available for planting.

**Advertising Chair needed.** Work parties coming up; Karen Meyers TBD, Anna Smith Garden in February, Tuber planting in February. Hypertufa on 3/25. Remind everyone to dig plants up, start seeds etc. Greenhouse space is needed. Next meeting is 3/14/06 AT 11 at Waterfront Bakery in Silverdale.

TR commented that a neighbor has a large number of seedlings coming up in a forested area on his property that had been cleared. He will be digging up a number of seedlings and planting potting them for the plant sale.

March 4<sup>th</sup> planting at Anna Smith – Pots needed.

Jane suggested a potential pot exchange with a means of sterilizing pots and making excess pots available to members etc.

**Speaker Series** – Delona Kent (Reported by Sharon Howard in Delona's absence)

Speakers' attendance have been confirmed.

We need some additional advertising, including paid advertising. Ad content for Kitsap papers is already on file... only minor changes needed. No poster was created this year. Heidi will be asked to contact Tim Bower to arrange for ad to run with his staff discount. Heidi can then call the Kitsap News Group to have it run. Jane will contact Heidi.

**Finance Committee** – No Report

**Audit Committee** – No Report

**State Foundation Representative** –T.R. Strong

Executive Committee of the State Foundation is meeting today. TR made the decision not to attend the State Foundation meeting on this day. There is another meeting in Ellensburg in April or May. He will attend that meeting.

### III. Unfinished Business

#### a) **2006 Budget – Final Resolution**

The Budget process was completed during a meeting on 1/11/06. some additional discussions were held via email following the meeting. A hard copy of the budget is attached. Two additional items are to be considered – Video production + leadership seminar Added \$150 as benefit to Program. Video Production – Grant application made for \$2500, Peg is asking for an additional \$4,862.

Motion to add expenditures to Budget – Colette Wilson

Seconded – Sandy Livermore

#### **Discussion –**

*Marialis Jorges* questioned who would own the video created. Peg replied – Kitsap County Extension. Copies will be available to any active MG to present; viewing video and taking quiz will qualify as extended learning; can be used as training in the green industry.

*Jane Bedinger* – is this requested amount a firm number? – Peg responded, yes. If we go over budget we will make fewer videos, although we are unlikely to go over budget.

*Sharon Howard* – Pointed out that this item is a Benefit to Program – and would make this line item total \$20,000 for 2006. Jane responded that a large increase occurred in Gifts to Program to cover the herbarium, Insectary, and telescope.

*Marialis Jorges* – commented that the \$\$ raised was supposed to be reinvested in the Program to increase our knowledge and esteem in the community.

*Gary Gratrix*– Who would be acknowledged in the video? Peg responded - Video will acknowledge contribution of WSU Kitsap County, the Kitsap Community Foundation and MGFKC.

Jane Bedinger – Who would be project Manager? Peg Tillery responded that she would be.

*Jane Bedinger* – she would like us to consider having \$\$ on hold for projects that have not yet come to fruition.

*MJ Tyler* – she see's substantial long term payoff to having videos, not a trivial item.

*TR Strong* – we are not in business to make money or accumulate income to simply hold onto it. He does not however know what future items are coming down the road that should be considered. This is the aspect he has difficulty with in weighing the decision to approve.

*Marialis Jorges* – Questioned if there is any income derived from the video being aired on BKAT. Peg Tillery responded that no there wasn't.

*TR Strong*– Questioned if we are asked to present the videos for a group or organization is there income derived? – Peg Tillery responded yes, an honorarium. Amounts vary from \$25-50 to substantially more \$450

*TR Strong* – Questioned if we pursue speaking opportunities? Peg Tillery responded not at this time.

*Peg Tillery* commented that Video production is being done at a significantly reduced rate (approximately ½ of “going rate”).

Allen Miller– Questioned how many tapes are we getting for our money. Peg Tillery/Jane Bedinger responded – eg. 9 sets of 6 episode tapes

**Vote - in favor 6 votes, opposed 1** (Colette Wilson)  
**Motion carried.**

Motion to include Leadership Training as a Line Item in Benefits to Program – **TR Strong**

Seconded – **Marialis Jorges**

**Vote – carried unanimously**

Final Budget Vote-

Motion – to approve 2006 as amended - **TR Strong**

Seconded – **Wayne Tysver**

**Vote – carried unanimously**

b) Update on Anna Smith Garden – Gary Gratrix

See attached

Preliminary structure design approved. Grant application made, still awaiting a decision.

Kiwanis has expressed an interest in becoming reinvolved with Anna Smith Park. Rookie from this years class, is an Architect (Pacific Designs, Hansville).

<http://www.pacdesignsitnl.com>

Gary will continue working with him in the process of generating the necessary permits to proceed with this plan. He will do the work in lieu of design hours.

Peg needs to have Parks head sign off on our doing the permit.

#### **IV. Announcements –**

**Aprons are here and available.**

Colette will take the aprons for sale at the classes

Becky Croston may chair the sale of the items for the foreseeable future.

Cost of an apron is \$13, to be sold for \$18, Patches will sell for \$5, our cost is \$2.50.

Sharon Howard bought first apron.

#### **V. New Business**

a) **Legislature Day in Olympia**

TR & Jane & Colette will be going

TR sent handouts via email to Board for review – Peg has made some suggestions for possible wording changes.

There is some question about how much additional information is needed to give the Legislators and their staff a good idea of what we as MG's do.

**Business cards.** – Jane will create.

We will meet with legislative assistants for 5 of the 9.

**b) Conflict of Interest Statements & Reports**

Reviewed outstanding reports required. Summary has brought to light that we are without committee chairs for all Standing Committees with the exception of the Programs Committee.

Colette will resend template for the Conflict of Interest Report to Board Members who have not yet completed one.

**c) Moving April Board Meeting**

TR would like the meeting in April moved to a different date to from 4/5 to 4/12 allow Board members to Attend Mid Pacific Cluster

Motion to move April meeting from April 5 to April 12 – **Allen Miller**

Seconded – **Sandy Livermore**

**Vote - carried unanimously**

**d) Policies**

**Board Orientation Policy**

Motion to approve policy as written– **Colette Wilson**

Seconded – **Jane Bedinger**

**Vote – carried** 6 for, 1 against (Allen Miller)

**Dispute Resolution Policy** – Policy Read by Jane

Motion to Approve – **Colette Wilson**

Seconded – **TR Strong**

Discussion – TR volunteered to be the Board Rep.

**Vote – carried** unanimously

Because of the time, consideration of all remaining items were tabled and will be addressed at the March Board meeting.

**VI. Adjournment**

**Jane Bedinger** adjourned the meeting at **3:16pm**.

Minutes submitted by: Colette Wilson, Secretary