

Master Gardener Foundation Kitsap County

Board Meeting Minutes

December 7, 2005

Call to order

Jane Bedinger called to order the regular meeting of the **MGFKC** at **1:03 pm** on **Wednesday, December 7, 2005** in **Eagles Nest, Kitsap Fairgrounds, Bremerton WA.**

Board Members Present: Jane Bedinger, TR Strong, Wayne Tysver, Allen Miller, Marialis Jurgess, Sandy Livermore

Absent: Gail Everett

Approval of minutes from last meeting

Sandy Livermore read the minutes from the last meeting. The minutes were approved as read.

Motion to Approve by **Marialis Jurgess**

Motion Seconded by **Terry Strong**

Reports and Announcements

- Jane announced that Treasurer, Gail Everett has resigned her position on the Board for personal reasons. Discussion will take place at a later point in the meeting as to how to fill this position.
- Jane reported that Conflict of Interest Statements need to be completed by all Board Members

Horticulture Coordinators Report – Peg Tillery

- She is using a new email system to send information to MG's called "Constant Contact"
- She is forming various committees to work within the MG program and would like additional input.
Youth Education Committee – to direct youth programs at Anna Smith, Raab Park, Preschool and Recreation in general
- **Native Plant Advisory**
Joyia's all day
- Educational Displays; Donna Alber will work with Peg to create small educational displays
Rookie classes will create educational displays for use at the libraries and Fairgrounds
- Northwest Flower & Garden Show – MG's can serve time in Washington State Ext booth, it is being coordinated online (**see web address in email from Peg**)
- Peg continues to pursue an intern to work with the program; perhaps someone studying Environmental Education at WWU

- Re-Up forms have all been sent out

State Foundation Representative Report – Karen Meyer

- Attended first meeting in Snohomish in November 2005
- President of State Foundation has resigned
- Ed LaCrosse is acting as interim President while nominating committee searches for new candidate
- There will be two scholarship awards, each county program can make one nomination. Karen will contact Kitsap High Schools, 4H, FFA and other appropriate organizations about the award and application procedure. Foundation much chose one applicant to submit paperwork to State Foundation by 5/31/06
- Scholarships are Van Bobbit (\$500) and Mary Robson (\$500)
- Next meeting to be 3/06

Reps report attached as an appendix to Minutes.

Policy Committee Report – Karen Meyer

- Committee met on Dec 1st and have finished up the policies on which they were working
- Only one policy remains to be completed – Meeting Management (Gary G.)
- Karen questions whether the Board wanted the policies to be put into a binder and given to the Secretary for keeping or put onto a disk or CD
- Policy documents as submitted by committee will be incorporated into the Board Manual and the official document archives

Ways & Means Committee

Calendar Sub-committee

- Committee Chair, Sharon Howard has pneumonia so was not present to give a report
- Upcoming calendar signing at Barnes & Noble on Wednesday, December 14th at 6:30 pm

Speaker Series – Delona Kent

- Tickets have been printed for the Speaker Series and have been delivered to the vendors who include:
Valley Nursery
Liberty Bay Books
Port Orchard Nursery
Bethel Avenue Books
WSU Extension Office
- All vendors are being given 2 sets of series tickets as a thank you for handling sales on our behalf; they can do what they chose with them
Valley Nursery has suggested they might raffle them amongst their staff
- Jane suggested that we might consider selling tickets online via the website with payment made via Paypal

- Paypal is already set up on the site for collecting payment for Calendar sales a link would just need to be added for Speaker Series ticket sales
- Under the current Paypal system, Sharon Howard would receive an email indicating that payment has been made for tickets including information regarding who purchased, how many were purchased and where the tickets are to be sent
- Delona agreed that she could mail the tickets to purchasers if Sharon passed that information on to her
- Delona indicated that she could get books from Timber Press for sale at the series. Timber Press published the books for Bill McClaren and Linda Beutler.
- Ed Hume, Debra Prinzing and Cass will bring their own books for sale at the events
- If we purchase books at a 40% discount off of MSRP we can sell them to members for a 20% discount
Peg, commented that not offering the discount to everyone attending might offend the public. Discussion on this matter was deferred to later in this meeting

Anna Smith Garden Shelter – Gary Gratrix

- Gary went to the (DCD) County Courthouse on Monday 12/5 and made some preliminary inquiries as to what the County would require from MGFKC in order to obtain a building permit. He was told that we need the following:
 - A commercial building permit will be required because it is being built on County Parks land
 - The Head of county Parks will have to sign a paper stating that we (program or Foundation) have permission to apply for the permit on behalf of the County.
 - We need to furnish a site plan, drawn to scale, showing where the septic system is located
 - They need all plans in triplicate, including one set signed with a “wet stamp”
 - Gary has the application for the permit
 - He has obtained the septic drawings from the County Health Department
 - He obtained the card of the person in charge of approving building structures and emailed him our plans
 - Gary still needs to talk to Wally Cain about his help with the project. Peg suggested that he also talk to Jim Leary about helping with plans.
- We are submitting a grant application to Silverdale Rotary for Duck Bucks but require some additional documentation for the grant application including
 Annual report

- Current year budget
- Current budget for project
- List of current Board Members
- Donna Hamilton suggested that we get her the “Duck Bucks” application ASAP so that her husband can submit it.

Logo Patch/Aprons – Jane Bedinger

- Becky Croston and Donna Hamilton are both looking into suppliers and pricing for MG aprons
- Jane suggested that we also look at having the logo silkscreened on items rather than embroidery
- Jane suggested ordering patches first before actually ordering items with the logo either on aprons or other items
- After discussion it was suggested purchasing 200 patches and selling them at a price of \$5 each/Jane will look into this aspect and report back to the board
- Aprons will likely be purchased in a forest green color with the logo either embroidered or silkscreened

Unfinished Business

a) Computer Purchase for Foundation – Wayne Tysver

Wayne questioned what the status of the computer purchase for the Board was.

Jane spoke to the issue as Sharon Howard was not at the meeting and the purchase is her responsibility.

The urgency of the computer purchase has been reduced because Sandy Livermore is now Treasurer and has a computer which can accommodate the software and data storage needs.

Jane, with consensus from the meeting attendees suggested that we table this motion and revisit it in January

Motion to table previous motion to purchase computer and revisit the need in January – Allen Miller

Seconded – T.R. Strong

Vote – approved unanimously

New Business

a) Filling Treasurer Position on Board

Sandy Livermore volunteered to vacate her position as Secretary and assume the duties of Treasurer.

Jane commented that all board members be cross trained on the various Board positions in the event that this sort of thing occurs again.

After further discussion lead by Jane, Colette Wilson volunteered to assume Secretary duties if agreed to by the Board. She will continue as Newsletter Editor as Barb Vidal has offered to assist with Newsletter editing and production.

Motion to accept Sandy Livermore as Treasurer – T.R. Strong

Seconded – Marialis Jurges

Vote – Passed unanimously

Motion to accept Colette Wilson as Secretary – T.R. Strong

Seconded – Marialis Jurges

Vote – Passed unanimously

b) Plant Sale

Jane suggested that the majority of the Board meeting be spent discussing the 2006 plant sale.

Cheryl Leach and Pam Warner are heading the plant sale again.

Fuchsia starts have been ordered.

Jane suggested that the budget for the plant sale could be increased to that additional starts could be purchased.

Another MG group grew 30 kinds of Heirloom tomatoes and 20 varieties of peppers and had a very successful plant sale.

Primroses should be sown now to be ready in time for the plant sale.

Jane asked that members think about the plant sale, items which can be moneymakers.

Fuchsia basket prices are \$15 which was increased from \$12. It was suggested that we produce twice the number we did last year as they sold out in the first two hours of the sale.

Georgene Smith indicated that the row cover sells well.

Gary suggested that Rookies could be put to work on a Propagation Day providing them with hands on experience and benefiting the plant sale.

The City of Bremerton has a new greenhouse which perhaps can be used for housing plants being grown for the plant sale. Foxglove Nursery will also provide some growing space for Fuchsia baskets. Part of the January meeting should be used to determine what the budget for purchasing items for the plant sale should be.

Jane suggested that we consider allowing MG's that raise plants for the plant sale to purchase personal starts/plants at a discount if we make a bulk purchase.

www.fuschias.net is one site that has a huge variety of plant starts available.

We need to let members know that they should be contacting Sheryl Leach or Pam Warner if they can help with the plant sale.

c) Anna Smith Garden – Gary Gratrix

Rotary is now considering hands on projects for educational purposes. He will look into it further.

d) Policy for Committees/Final Draft for Approval – Mary Manning

This policy was read aloud by Mary.

Motion to accept the policy as described – T.R. Strong

Seconded – Wayne Tysver

Vote – Passed unanimously

Adjournment

Jane Bedinger adjourned the meeting at **3:09 pm**.

Minutes submitted by: Sandy Livermore, transcribed and formatted by Colette Wilson