

Master Gardener Foundation Kitsap County

DRAFT Board Meeting Minutes

Wednesday, Nov 1 2006

I. Call to order

TR Strong called to order the regular meeting of the **Master Gardener Foundation of Kitsap County** at 1:11 PM on **Wednesday, November 1, 2006** in **Eagles Nest, Kitsap Fairgrounds, Bremerton, WA**. The Mission statement was read:

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.

Board members in attendance: TR Strong, President; Sharon Howard, Vice President; Mary-Cathern Edwards, Secretary; Directors at Large Ray Etheredge, and Marialis Jurgis. Excused Board members were Sandy Livermore and Georgene Smith, and Peg Tillery , WSU Kitsap Horticulture Advisor.

Also in attendance: Carol Murphy, Sharron Etheredge, Jean Gallagher, Susan Harrington, DeLona Kent, Dorothy Crouch, Virginia Jones, Don McDonald, Fay Linger, Jane Bedinger, and Carol Henning.

A motion to approve the October 4, 2006 meeting minutes was made by Sharon Howard, and seconded by Marialis Jurgis. The motion carried.

II. Reports and Announcements

Treasurer's Report In Sandy Livermore's absence, TR Strong read the Treasurer's Report. (See attached Treasurer's report.)

Balances are itemized in the attached reports and also below:

<u>ACCOUNTS</u>	<u>BALANCES</u>
Bank Accounts	
Kitsap Bank CD #1 (128) 12-8-06	\$ 1,301.15
Kitsap Bank CD #2 (129) Closed	\$ -
Kitsap Bank CD #3 (130) Closed	\$ -
Kitsap Bank CD #4 (131) 7-7-07	\$ 7,784.40
Kitsap Bank CD #5 (132) Closed	\$ -
Kitsap Bank CD #6 (133) 4-6-07	\$ 8,177.79
Kitsap Bank CD #7 (134) Closed	\$ -
Kitsap Bank CD #8 (135) 12-6-06	\$ 6,103.41
Kitsap Bank CD #9 (137) 9-14-07	\$ 7,264.31
Kitsap Bank Checking	\$ 11,148.19
Kitsap Bank Savings	\$ 651.63
TOTAL Bank Accounts	\$ 42,430.88

The Silent Auction at the Banquet raised \$565.50.

Banquet costs were \$300 for the hall rental and \$75 for the entertainment.

It was a quiet month.

\$625 had been budgeted for the Banquet.

Communications Committee

Foundation Survey Jane Bedinger indicated the Foundation survey format is in progress. A preliminary report will be submitted to the Board via e-mail during the week of November 5th.

Web Hosting Jane Bedinger provided information re: the Foundation's current web host service provider vs selection of a different provider. The contract will expire within the near future. It was noted that Board members or Communications representative could have the ability to log on and send e-mail to Foundation members. Sharon made the motion to give Jane the authority to rehost our website as she deems necessary and on the time table she will need. The motion was seconded by Marialis Jurgis. The motion carried.

Speaker Series

Delona Kent announced Speaker Series tickets and brochures were printed and available for distribution at Bainbridge Gardens, Bethel Avenue Book Store, Bremerton City Nursery, Liberty Bay Books, Port Orchard Nursery, Valley Nursery and the WSU Kitsap Extension Office. Detailed information regarding ticket locations and speakers will be posted on the Foundations website. Further discussion recommended offering tickets prior to Christmas as gift item. Brochures will be on hand at Barnes and Noble gift wrapping sessions. Jane Bedinger will work on promotional poster art, and press release information. Ad copy will be sent to Heidi Hottinger, with a copy to Sharon Howard, for review and pursuit of advertising opportunities with the Kitsap Sun. It was noted we may utilize free advertising with listings in the Kitsap Sun's 'Kitsap Calendar, Kitsap County Tourism Board newsletter and coverage in the Kitsap Newspaper Group. (PO Independent, The Patriot, etc.) Jane also will research Pay Pal options for selling Speaker Series tickets.

City of Bremerton Greenhouse

Ray Etheridge reported on the status of the Foundation use of a City of Bremerton greenhouse. The City indicated the location previously proposed for a greenhouse is no longer available. Further, the greenhouse, provided by the City, would need to be reassembled, and parts were not complete. In addition, continued use was not guaranteed and the structure could be recalled by the City at an undetermined date in the future. At present, this particular project is not feasible. Continued discussion indicated there were two long term greenhouse possibilities within the County, but none in the immediate future.

III. Unfinished Business

'Constant Contact' Features of the Constant Contact e-mail system were discussed. Discussion included technical processes of Constant Contact (currently in use by Extension as an e-mail tool), with input by Susan Harrington, and the current e-mail process to Foundation members, provided by the Foundation webmaster, with input by Jane Bedinger. Susan and Jane addressed security, password protection, business continuity and cost issues of both e-mail communication processes.

Sharon Howard requested a statement of business continuity be added to the Communications policy and that Jane provide a Foundation web site informational class for Board Members in the future. The discussion was tabled.

IV. Adjournment

TR Strong adjourned the meeting at **3:11 PM**.

Minutes submitted by: Mary-Cathern Edwards

**Account Balances
As of 08-27-2006**

ACCOUNTS

BALANCES

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Budget 2006 - Current Year:2

1/1/2006 through 12/31/2006 Using 2006 budget .2

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Category Description	1/1/2006 Actual	- Budget	12/31/2006 Difference
INCOME			
BALANCE FWD- KITSAP BANK			
Other BALANCE FWD- KITSAP BANK	25,534.16	25,534.00	0.16
TOTAL BALANCE FWD- KITSAP BANK	25,534.16	25,534.00	0.16
DUES			
Member	0.00	0.00	0.00
Non-member	110.00	200.00	-90.00
Other DUES	0.00	0.00	0.00
TOTAL DUES	110.00	200.00	-90.00
FUNDRAISERS in			
Barnes & Noble Gift Wrap Calendar	0.00	400.00	-400.00
Sales	5,613.67	5,181.00	432.67
Other FUNDRAISERS in:Calendar	3,019.15	0.00	3,019.15
TOTAL Calendar	8,632.82	5,181.00	3,451.82
Donations	122.00	1,000.00	-878.00
Donations for Anna Smith Shelter	1,000.00	2,050.00	-1,050.00
Merchandise			
Other FUNDRAISERS in:Merchandise	688.00	2,300.00	-1,612.00
TOTAL Merchandise	688.00	2,300.00	-1,612.00
Plant sale - Spring	10,333.50	10,000.00	333.50
Raffle, Banquet	0.00	500.00	-500.00
Raffle, Meetings	38.00	200.00	-162.00
Raffle, Other	0.00	0.00	0.00
Speaker Series			
Other FUNDRAISERS in:Speaker Series	4,303.95	3,300.00	1,003.95
TOTAL Speaker Series	4,303.95	3,300.00	1,003.95
Other FUNDRAISERS in	0.00	0.00	0.00
TOTAL FUNDRAISERS in	25,118.27	24,931.00	187.27
INTEREST INCOME in			
Investments	383.73	200.00	183.73
Savings	168.07	5.00	163.07
Other INTEREST INCOME in	0.00	0.00	0.00
TOTAL INTEREST INCOME in	551.80	205.00	346.80
TOTAL INCOME	51,314.23	50,870.00	444.23
EXPENSES			
ADMINISTRATIVE EXPENSES			
Fees			
CPA	0.00	0.00	0.00
Fed Income Tax	0.00	0.00	0.00
Insurance, liability	276.00	350.00	74.00
State Filing Fee	10.00	10.00	0.00
Other ADMINISTRATIVE EXPENSES:Fees	0.00	0.00	0.00
TOTAL Fees	286.00	360.00	74.00
Membership Expenses	39.65	0.00	-39.65
Postage			
Coordinator	0.00	0.00	0.00
Secretary	0.00	20.00	20.00
Treasurer	1.76	20.00	18.24

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1/1/2006 through 12/31/2006 Using 2006 budget .2

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Category Description	1/1/2006 Actual	- Budget	12/31/2006 Difference
Other ADMINISTRATIVE EXPENSES:Po...	0.00	0.00	0.00
TOTAL Postage	1.76	40.00	38.24
Special Mailings	190.80	200.00	9.20
Supplies			
Coordinator	0.00	10.00	10.00
Secretary	234.78	200.00	-34.78
Treasurer	376.21	300.00	-76.21
Other ADMINISTRATIVE EXPENSES:Su...	0.00	0.00	0.00
TOTAL Supplies	610.99	510.00	-100.99
Web Site	0.00	135.00	135.00
Other ADMINISTRATIVE EXPENSES	0.00	0.00	0.00
TOTAL ADMINISTRATIVE EXPENSES	1,129.20	1,245.00	115.80
BENEFIT TO COMMUNITY			
4-H Award	0.00	150.00	150.00
State, Regional, National Expenses	0.00	500.00	500.00
Other BENEFIT TO COMMUNITY	0.00	0.00	0.00
TOTAL BENEFIT TO COMMUNITY	0.00	650.00	650.00
BENEFIT TO MEMBERS			
Administrative			
Gifts	0.00	200.00	200.00
Newsletter production	154.35	600.00	445.65
Newsletter supplies	0.00	250.00	250.00
Sunshine postage	7.40	10.00	2.60
Sunshine supplies	9.66	20.00	10.34
Other BENEFIT TO MEMBERS:Administr...	85.08	0.00	-85.08
TOTAL Administrative	256.49	1,080.00	823.51
Hospitality			
Banquet	625.00	200.00	-425.00
Coffee supplies	173.75	200.00	26.25
Exten. Gifts	36.21	250.00	213.79
Other BENEFIT TO MEMBERS:Hospitality	0.00	0.00	0.00
TOTAL Hospitality	834.96	650.00	-184.96
Special events, field trips, etc.			
Other BENEFIT TO MEMBERS:Special e...	260.00	1,300.00	1,040.00
TOTAL Special events, field trips, etc.	260.00	1,300.00	1,040.00
Other BENEFIT TO MEMBERS	0.00	0.00	0.00
TOTAL BENEFIT TO MEMBERS	1,351.45	3,030.00	1,678.55
BENEFIT TO PROGRAM			
Awards	0.00	400.00	400.00
Clinic supplies	327.50	1,000.00	672.50
Constant Contact	153.00	126.00	-27.00
Delegate travel			
Co-ordinator	285.20	300.00	14.80
Foundation travel	270.00	300.00	30.00
Other BENEFIT TO PROGRAM:Delegate ...	19.60	0.00	-19.60
TOTAL Delegate travel	574.80	600.00	25.20
Educ Gifts to Program			
Herbarium	0.00	1,000.00	1,000.00
Insectary	0.00	1,500.00	1,500.00
Microscope	0.00	1,750.00	1,750.00
Other BENEFIT TO PROGRAM:Educ Gift...	57.05	0.00	-57.05

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1/1/2006 through 12/31/2006 Using 2006 budget .2

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Category Description	1/1/2006 Actual	- Budget	12/31/2006 Difference
TOTAL Educ Gifts to Program	57.05	4,250.00	4,192.95
Gardens			
4-H supplies	0.00	0.00	0.00
Anna Smith	1,100.71	1,500.00	399.29
Anna Smith Shelter	893.77	2,500.00	1,606.23
Howe Farm pumpkin patch	0.00	300.00	300.00
PO Visitor Ctr	0.00	200.00	200.00
Raab Park	587.98	1,500.00	912.02
Retsil	0.00	0.00	0.00
Other BENEFIT TO PROGRAM:Gardens	9.73	0.00	-9.73
TOTAL Gardens	2,592.19	6,000.00	3,407.81
IPM Cert, Adv Training	0.00	1,500.00	1,500.00
Kitsap Co. Fair	277.00	750.00	473.00
Monthly Seminar Speakers	17.92	500.00	482.08
Other BENEFIT TO PROGRAM	0.00	0.00	0.00
TOTAL BENEFIT TO PROGRAM	3,999.46	15,126.00	11,126.54
FUNDRAISERS ex			
Advertising	0.00	1,000.00	1,000.00
Barnes&Noble Gift Wrap	0.00	50.00	50.00
Books	0.00	400.00	400.00
Calendar			
Misc	0.00	100.00	100.00
Postage	313.87	400.00	86.13
Other FUNDRAISERS ex:Calendar	62.95	0.00	-62.95
TOTAL Calendar	376.82	500.00	123.18
Merchandise	1,007.00	1,500.00	493.00
Plant sale - Spring			
Plants	409.50	1,000.00	590.50
Set up	1,298.42	500.00	-798.42
Other FUNDRAISERS ex:Plant sale - Spri...	78.19	0.00	-78.19
TOTAL Plant sale - Spring	1,786.11	1,500.00	-286.11
Raffles	6.40	100.00	93.60
Speaker Series			
Printing & supplies	291.20	450.00	158.80
Speaker's lunch expenses	41.19	275.00	233.81
Speakers			
Other FUNDRAISERS ex:Speaker Seri...	1,501.00	1,600.00	99.00
TOTAL Speakers	1,501.00	1,600.00	99.00
Other FUNDRAISERS ex:Speaker Series	1,086.00	250.00	-836.00
TOTAL Speaker Series	2,919.39	2,575.00	-344.39
Other FUNDRAISERS ex	0.00	0.00	0.00
TOTAL FUNDRAISERS ex	6,095.72	7,625.00	1,529.28
TOTAL EXPENSES	12,575.83	27,676.00	15,100.17
OVERALL TOTAL	38,738.40	23,194.00	15,544.40