

Master Gardener Foundation Kitsap County

DRAFT Board Meeting Minutes

Wednesday, Oct 4 2006

I. Call to order

TR Strong called to order the regular meeting of the **Master Gardener Foundation of Kitsap County** at 1:10 PM on **Wednesday, October 4, 2006** in **Eagles Nest, Kitsap Fairgrounds, Bremerton, WA**.

Board members in attendance: TR Strong, President; Sharon Howard, Vice President; Sandy Livermore, Treasurer; Mary-Cathern Edwards, Secretary; Directors at Large Ray Etheredge, Marialis Jurges, Georgene Smith, and Advisor, Peg Tillery, Horticultural Coordinator, WSU Kitsap County Cooperative Extension.

Also in attendance: Sharron Etheredge, Wayne Tysver, Allen Miller, Donna Alber, Virginia Jones, Dorothy Crouch.

A motion to approve the September 20, 2006 Annual Membership Meeting minutes to include listing of Sandy Livermore as 2006-2007 Treasurer in section VI 'Announcements' was made by Sharon Howard seconded by Ray Etheredge. Motion approved.

II. Reports and Announcements

Due to technical difficulties, only a portion of the Treasurer's report was available. **(See attached Treasurer's report)** (Note: Sandy provided the report, via e-mail for board review on October 14, 2006) It was noted the \$4862 budget line item for Bremerton Kitsap Access TV (BKAT) horticulture presentations and approved by the Board in February 2006, was inadvertently omitted from the 2006 budget and was an oversight. The BKAT funding line will be included in the current budget as intended. A total of \$2262 has been spent thus far for finished productions. Total checking account balance on Oct 1 2006 is \$11,655.36. Total bank account (CDs and savings) balance on \$42,7770.73

Horticulture Coordinator – Peg Tillery

See attached Horticulture report. As requested by BKAT, Peg is both producer and Mistress of Ceremonies for the BKAT productions. Members are encouraged to share new ideas for future BKAT programming with Peg. Interviews for the 2007 Master Gardener Training are scheduled for November 16, 2006.

III. Unfinished Business

Audit Committee – Georgene Smith

Recommendations reported at the September 20, 2006 Annual Membership Meeting was readdressed. **(see attached Audit report)** Discussion took place re: creation of two checking accounts to provide accountability for Program only expenditures. A motion was made by Sandy Livermore and seconded by Sharon Howard to research the method of maintaining the two checking accounts. Motion approved. The Board tabled discussion re: issuance of cash transaction receipts and a second signature for 'high dollar checks' until a Procedures Committee is convened. A motion was made by Sandy Livermore and seconded by Sharon Howard to form a committee, consisting of Sandy Livermore, Treasurer, Georgene Smith, Audit Committee Chair and Peg Tillery, Advisor to evaluate use of recommended financial tools as these might apply to the Foundation. The Committee will report findings at the next Board Meeting on Nov 1, 2006. Motion approved.

It was noted the financial records balanced and were in order.

IV. New Business

Constant Contact System Susan Harrington, originally scheduled to provide a presentation of the Constant Contact System, was unable to attend this meeting. A written report from Susan was distributed to Board Members **(see attached report)**. Constant Contact System, currently utilized by the Extension Office, is a secure database e-mail communications system. The Board was asked to consider use of Constant Contact System (CCS) as the MGF communications tool. Board members requested the Communications Committee confer with Susan Harrington as CCS information POC, review the proposal and report findings at the next Board Meeting, November 1, 2006.

Barnes and Noble Gift Wrap in December 2006 Barnes and Noble contacted Sharon Howard regarding MGF continued gift wrapping services during December. It was noted the store is now at a new location within the Kitsap Mall. Sharon and TR will search for a volunteer chairperson for this annual fundraising event.

Announcements

The New Board Orientation is scheduled 9-noon, Friday, Oct 6, 2006 at the Norm Dicks Government Center. Sharon Howard will facilitate.

Donna Alber reported she is stepping down as Kitsap County Fair Open Horticulture Superintendent.

V. Adjournment

TR Strong adjourned the meeting at **2:47 PM**.

Minutes submitted by: Mary-Cathern Edwards

<u>ACCOUNTS</u>	<u>BALANCES</u>
	1-Oct-06
Bank Accounts	
	\$
Kitsap Bank CD #1 (128) 12-8-06	1,290.86
	\$
Kitsap Bank CD #2 (129) Closed	-
	\$
Kitsap Bank CD #3 (130) closed	-
	\$
Kitsap Bank CD #4 (131) 7-7-07	7,705.93
	\$
Kitsap Bank CD #5 (132) Closed	-
	\$
Kitsap Bank CD #6 (133) 4-6-07	8,099.23
Kitsap Bank CD #7 (134) closed	-
	\$
Kitsap Bank CD #8 (135) 12-6-06	6,103.41
	\$
Kitsap Bank CD #9 (136) 9-14-07	7,264.31
	\$
Kitsap Bank Checking	11,655.36
	\$
Kitsap Bank Savings	651.63
	<hr/>
	\$
TOTAL Bank Accounts	42,770.73
	\$
TOTAL Bank Accounts	42,770.73
	\$
Less Extension Funds	-
	<hr/>
	\$
Total Foundation Funds	42,770.73
	\$
TOTAL Checking Account Balance	11,655.36
	\$
Less Extension Funds	-
	<hr/>
	\$
Total Foundation Funds	11,655.36

The Extension funds are negative, but this should change in the next couple of months.

HORTICULTURE COORDINATOR'S REPORT

October 4, 2006

Herbarium – Insectary

We will probably only purchase a cabinet and the materials to maintain a small herbarium. We will meet with Art Antonelli to come up with the insect specimens and then I will resubmit a revised estimate of what it will cost to house and store them. I'd like to put those items in the 2007 budget.

Caroline Irwin (Intern) and I met with Sarah at Center for Urban Hort and she gave us lots of input and ideas. It is very expensive and time intensive to have an herbarium. But she saw the value in a very small one tailored to fit our needs. We would just need to freeze everything before storing it and we would have to have insect traps. In light of the information Caroline and I gleaned from the meeting I want to set up a committee with Caroline and me on the committee along with volunteers before the Foundation spends funds on these items. The committee would also look at how many and what plant specimens we want to store in the herbarium and that will help us figure out how to budget for those items.

IPM Class

The Foundation budgeted \$1500 for this course. It is usually an in and out item \$75 per attendee paid by the attendee and run through the MGFKC and then payable to one of the instructor's for the program. This year we only have four people attending. So the expenses will only be \$600 total with \$300 of it coming from the attendees.

BKAT

The Foundation has paid out half of their portion for this series. The remainder will be spent on or before the end of December and/or carried over into the year 2007. This series is very popular and so far we've completed series on: Lawns, Septic Systems (Maintenance and Landscaping), Water Gardening, Water Wise Plants & Crocosmia, plus two shorts on Anna Smith Garden and Raab Park Youth Garden. Upcoming shoots will be on: greenhouses, cover crops, native plants, houseplants. We are ironing out kinks on copying the DVDs (a BKAT problem not ours) and then the copies of the DVDs will be available through our local library system, at the Extension Office. All of these DVD programs are available to use when giving talks to the public and for MG Continuing Ed. This has been a very successful venture, is well received and it is a wise investment on the part of the MGFKC.

Constant Contact E-mail Communications

Pricing

\$15 per month for unlimited e-mails to 500 or less addresses
Non-profit organizations--501(c)(3)--prepaying for 12 months receive a 30% discount

Advantages

- Requires no technical support or expertise, no set-up (Easy)
- Access your email marketing account from anywhere (web-based)
- Many formatted templates to choose from
- Automated bounce management and one-click unsubscribe
- Real-time reporting (clicks, opens etc.)
- Established ISP relations on your behalf
- Technology and legislation changes are tracked and kept in compliance
- Software never out of date; no need to upgrade (at a cost) to a new software version in the future.
- Security:
The password can be changed so access is made by only the individuals designated as responsible for communications. Information is stored securely and available for updating on a regular basis. Segmentation of the list possible to reach only a targeted group of the main list.
- Continuity and Consistency of Communication:
Simple templates are developed so the messages maintain the same “look and feel” of a professional organization.

A 60-Day Free Trial is available for a list of less than 100 addresses (referred to as subscribers). Master Gardener and Foundation Member, Susan Harrington is available for a limited volunteer training session.

Tour Constant Contact at

<http://www.constantcontact.com/features/email-marketing-tour.jsp>

This report prepared and respectfully submitted by Susan Harrington
for the Master Gardener Foundation October Meeting
October 4, 2006

Susan Harrington receives no financial benefit from Constant Contact should the Foundation purchase the service.