



## **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.*

### **Board of Directors Orientation Meeting Minutes September 29, 2010**

Outgoing President, Becky Croston, welcomed the attendees to the Board of Directors Orientation meeting at 1:30 pm on Wednesday, September 29<sup>th</sup>, 2010 at the Eagles Nest, Kitsap County Fairgrounds in Bremerton, WA.

Board members in attendance were: Mary-Cathern Edwards, President, Judith Martin, Vice President, Jane Dower, Secretary, and Directors at Large Martha Alexander and Jim Rodman. Fred Abrahamson, Treasurer, and Monica Goldsberry, Director at Large were not able to attend. Outgoing Secretary, Arlene West, also attended.

Advisor, Peg Tillery, Horticulture Coordinator and Arno Bergstrom, Director, Environmental Forestry and Agriculture both of WSU Kitsap County Cooperative Extension were unable to attend.

#### **Orientation Topics**

- **Board Manual:** Each attendee was presented with a 2010-2011 Board Manual. Becky suggested that the manuals be turned in to the President next September for re-use.
- **Overview of the Foundation:** Becky briefly discussed the history and purpose of the Foundation. Becky suggested that a comprehensive list of names of past Board Members, Committee Heads, Advisors, etc. be compiled and added to the Foundation archives. She also suggested that all archived Foundation data at the Extension office be reviewed and re-organized. Jane Dower, Secretary, offered to begin that effort on October 22<sup>nd</sup>.
- **Review of Board Manual**
  - CERTIFICATE OF EXEMPTION:** It was noted that the signed Certificate of Exemption in the manual had not been dated.
  - BANK AUTHORIZATION:** Becky reminded the new President, Mary-Cathern Edwards, and Vice-President, Judith Martin that they must sign Bank Authorization cards at the Kitsap Credit Union. A copy of the Annual Meeting minutes showing election of these individuals must be presented to the Credit Union.

POLICY DOCUMENT REVIEW LIST: It was noted that the Memorandum of Agreement (MOA) needs to be added to the subject list.

BOARD ORIENTATION POLICY DOCUMENT: Becky suggested including the Board member who is responsible for coordinating the Orientation meeting.

AGENDA FORM: The date should be included on each meeting Agenda form. The Agenda is maintained in history along with meeting minutes.

CONFLICT OF INTEREST: Each Board member, Director at Large and Committee head must submit a signed Conflict of Interest form for retention by the Secretary.

REIMBURSEMENT REQUEST FORM: This form should be modified to support the 2010 Audit committee's recommendations. (See items 1 and 2 in the Audit Committee report in the Annual Meeting minutes.)

FOUNDATION BOARD MEMBER LIST: This page will be updated to clarify the titles of the Honorary Foundation Members.

FORMATTING: Inclusion of page numbers on all documents was suggested. (Page *n* of *n*)

- Overview of Board Structure, Roles, and Operations  
Becky guided a review and discussion of these topics.  
Board insurance was briefly discussed and will be explored further.
- Strategic Planning  
Mary-Cathern Edwards, President, voiced a desire to create a Strategic Plan and would like to find a Moderator for this effort.
- General Discussion:
  1. The advantages of Garden Leader networking were discussed.
  2. An enhanced use of Constant Contact was suggested as a replacement for a Newsletter. Writers would be needed. Garden Leaders and Committee Heads could input on some scheduled basis.
  3. Kathy Hawkins is already working on donations from florists for the fresh flower sale at the annual Plant Sale.
  4. A Program/Seminar Committee head is needed. Several people have offered to be Speakers including Jim Trainer (Community Forester), a woman who makes baskets, and someone who would speak on food preservation.
  5. Becky commented that the Budget Hearings for the Extension Office can be seen on Bremerton Kitsap Access TV (BKAT).
  6. Mary-Cathern Edwards brought up a concern regarding Membership Forms not having to be returned each year for continued membership.

The concern was how to keep addresses, phone numbers and email address current as well as finding out skills members might offer to foundation committees. After some discussion it was the consensus that the Constant Contact system will be used for reminders and to communicate our needs for volunteers.

7. Martha Alexander publicly thanked Becky Croston for all her work on the manuals. Everyone concurred that she did a wonderful job.

**Meeting was adjourned at 3:40 PM**