



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.

September 17, 2018 Unapproved Board Meeting Minutes

CALL TO ORDER

President Donna Rae George called the monthly Master Gardener Foundation board meeting to order at 2:06 pm on Monday Sept. 17, 2018 at the Home Builders Association Building.

Board members in attendance were:

Executive Board Members:

President Donna Rae George
Vice President Joyce Schlote
Secretary John Andrews,
Treasurer Vickie Richter

Directors-at-Large:

Gayle Larson (absent)
Tom Boullion
Celia Johnson
Jackie Siler

Horticultural Advisor: Colleen Miko

State Rep: *Mary-Catherine Miller (absent)*

Guests: Meilana Charles, Extension Director

TODAY'S AGENDA

CONSENT AGENDA. Call for the vote of items as presented. Approved.

Secretary's Report – John Andrews

July's meeting minutes were approved as submitted

Treasurer's Report – Vickie Richter

The Treasurer's report of Assets and Profit/Loss was emailed to all members.

Horticulture Report–Colleen Miko: MG Program Coordinator

The September Horticultural report was emailed to all members.

STANDING COMMITTEE REPORTS:

Nominating Committee: no report filed.

Audit Committee: no report filed.

Finance Committee: no report filed.

SPECIAL COMMITTEE REPORTS:

Plant Sale Committee: Draft of final report was sent to all members. Tom passed out a financial document at the meeting to add to the report.



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.

Plant Salvage Committee: no report filed.

Merchandizing Committee: no report filed.

ADDITIONAL AGENDA ITEMS

UNFINISHED BUSINESS:

1. Financial Policies: The board reviewed the changes made to the following policies:

A) Reimbursement/Debit Card Policy. Some minor verbal changes were made.

B) Cash Handling Procedure Policy Changes.

C) Electronic Payment Management Policy. Delete b,c,d,e,f,g on page 2; Delete sections on pages 3,4

D) Disbursement Policy. No changes

E) Transaction Request Policy. Some minor changes were made.

Vickie will revise all policies as amended and forward to John for the MGFKC files.

2. Open Board Positions for 2019.

Nominations are open for the positions listed below. Discussion centered on how to reach out and get interested individuals. Celia suggested that we need to be clear as to what is needed to be involved (ie. you don't need to be involved with the Plant Sale Committee.). Targeted recruiting is definitely valuable to get specific skills for some positions. The challenge is to find those who are interested. John suggested that we look at those who are already involved in some way and specifically invite them to run. Nominations that will be needed for October meeting are:

A. Vice President

B. Secretary

C. Director at Large Seat #3

D. Seminars Chair

E. Communications Chair

F. Finance Chair

3. Committee Instructions.

Donna Rae has looked over the communications committee instructions and it needs to be revised. It will be sent out and be reviewed next month. Need WHG coordinator. Seminar chairs for 4 months in Spring and 2 in Fall during some months need to be determined. Instructions for Seminars also need to be revised. Donna Rae will draw up draft. Sponsorship guidelines: Celia reported that a group met and determined a brief statement. It was suggested that we look at what other non-profits use for criteria for selecting sponsors. There may always be some chance of conflict with the mission of the Foundation, but if questions do arise, they could be brought to the board for a vote.



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.

4. Garden Business.

a) Visitations. Donna Rae sent out invitations to all gardens to attend a special meeting but got one response. The plan is to have a separate meeting maybe during the first week of November.

b) South Country Garden Update. Colleen passed around folio of materials of what she will present to the Board of Commissioners for a demonstration/learning garden in a park site that was evaluated and selected. I wouldn't happen immediately until grant is finalized and construction is completed. Land use meeting will be held next week—will determine interest to partner with MGKFC after explaining what will be expected.

Board Commissioners are putting together a survey to see what services (including MGKFC) are the most valuable to the community. Questions: How will they get people to take the online survey? What would be the possible result on their funding for the WSU Extension Service?

NEW BUSINESS:

1. MG Graduation on Nov. 4. All board members will be present. Surveys will be filled out—license plates will be given to those who finish survey.

2. 2019 Budget Items Time to think about providing input for the budget. October to end of November is the budget creation. Need to ask committees for their proposed budget by Nov. 1. We may be able to downside and save money on storage units. Seminar Committee reported that they made over a \$1000 profit as a result of adding an admission charge and it will be used next year to secure more speakers.

ANNOUNCEMENTS

- John announced that the Plant Salvage Team has the same 7 team leaders and 39 other master gardeners have signed up for at least one dig this fall. There are 18 digs scheduled (although 4 are small and target a specific plant or two.) The hope is that there will not be a need to schedule any digs next Spring since we have found that most of those plants are not ready for the Plant Sale in May.
- Colleen announced that she has resigned her position as Horticulture Educator for WSU Kitsap Extension as of Nov. 8.

FUTURE AGENDA ITEMS

- 1. Four year goals.** Postponed until November meeting.

Meeting was adjourned at 3:54 PM.

Next Meeting is Monday October 15, 2018. Meeting times will be 2:00-4:00 for next two months.