



## Master Gardener Foundation of Kitsap County

*Promoting long term environmental health through sound and sustainable horticultural practices.*

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### May 21, 2018 Board Meeting Approved Minutes

#### CALL TO ORDER

President Donna Rae called the monthly Master Gardener Foundation board meeting to order at 1:15 pm at the Kitsap Lake Park on Monday May 21, 2018

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

Tom Boullion

Celia Johnson

Jackie Siler

Horticultural Advisor: *Colleen Miko (absent)*

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

Guests: None

#### TODAY'S AGENDA.

#### **CONSENT AGENDA Call for the Vote of items as presented. Approved**

#### **Secretary's Report – John Andrews**

April's meeting minutes were approved as submitted.

#### **Treasurer's Report – Vickie Richter**

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

#### **Horticulture Report–Colleen Miko**

April 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:** a short summary report was emailed to all members.

**Plant Salvage Committee:** no report filed.

**Merchandizing Committee:** Spirit Wear report was emailed to all members.



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### ADDITIONAL AGENDA ITEMS: NONE

### UNFINISHED BUSINESS:

1. **Year End Report.** This report, well written by Joyce, had been previously sent out to all board members. She suggested that maybe we might want to assign this task to the president in the future. Donna Rae explained that it was set up that way so that the incoming president would know all about the issues before taking office. **Report was passed unanimously.**
2. **Sponsorship:** How best to proceed and if so, then pull together a preliminary policy procedure? Donna Rae reviewed what our responsibilities are to the sponsors (ie. photos of banners taken by John; thank you letters with proofs of the newspaper ad; script of what was said to the public before the plant sale opened; ad in West Sound Home and Garden magazine in the next possible issue in mid-October). Total revenue received from sponsors this year was \$2550. Consensus was that we should continue to pursue sponsorships again next year. Donna Rae emphasized the need to establish criteria for what we should expect as sponsors. Discussion: Which groups would we not want to have sponsor the plant sale? Maybe we should state that the board of directors needs to accept any proposed sponsorship. Joyce will head up a committee of Celia and Gayle to come up with the guidelines for future sponsors.
3. **Amazon Associates Program.** Donna Rae announced that she registered the foundation with this program after last meetings favorable discussion. She suggested that we post links to certain publications on the website. General consensus was that anything that is in the clinic boxes could be promoted to be purchased through this program. The added benefit to this program is that in addition to the commission on this purchase, any other item that a person purchases will also give us a commission to our foundation. DR will put together a rough draft of a webpage and send it out to everyone for approval.
4. **Grant Matching.** Status of Grant Matching from the gardens. Vickie listed a variety of donations that have been received for a total of \$700 for Anna Smith and Raab Park gardens.

### NEW BUSINESS:

1. **Financial Decisions.**
  - a. **Maturing CDs.** The two CDs that matured have been moved into the money market. The certain funds that were promised to Anna Smith were designated as such. The remaining moneys will be put into another CD.
  - b. **Plant Sale comments.** Although we do not have a specific attendance total, it seemed that we had an increase of visitor with a bump at noon. Gross sales was a little over \$19,000. Some bills are still expected. A final report will be made at the next Plant Sale meeting on July 11.
  - c. **Seminars.** Donna Rae sent out the extensive list of duties of the seminar chairman that Amy Churchill composed. We need an ad listing next year seminars by November for publishing in the January Issue of West Sound Magazine. It was noted that a sponsor for all six seminars would get lots of publicity (at the seminar, in multiple issues, etc.) Gayle and Tom suggested that maybe we should move the seminar to Saturday afternoons to resolve the parking problems. Discussion points against: Maybe some would not want to come due to family plans.



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Discussion points for: Possibly more people may attend since it is on a weekend; we may be to get more speakers that are available on the weekend; we could also offer a potluck before starting at 11:00am. Other Points: We need to find two co-chairs to make decisions and develop a team of people to work on all the tasks. Gayle suggested that we look at all the people that have attended in the past and offer the opportunity to some of them. She will look through the lists of names and maybe ask Colleen to help determine possible volunteers. We need to reexamine the issue of merchandise sales—when, where, who to sell. Another suggestion was perhaps move tool sharpening option to Feb or March when folks are getting ready to garden. We need to contact the desk person to see how much they charge for coming in on Sat. **Motion was made to move seminars in 2019 from Wednesday to Saturday afternoons 1-3:00pm. Passed 7-1** That information will be sent out to everyone in a variety of ways and will include the reason as to why the move was made.

### ANNOUNCEMENTS : NONE

### FUTURE AGENDA ITEMS

1. **Four Year Goals. Review and Establish our financial goals and investments into rookie and new grad mentorships.**
2. **Fill Open Committee & Board Positions.**
  - a. **Finance Committee**
  - b. **Audit Committee**
  - c. **2019 Board Positions.**
3. **Policies Review. Committee of Celia, Vickie, Mike, Joyce are working on this.**

Meeting was adjourned at 2:50 pm.

*Next Meeting will be Monday July 16 at 1:00pm at the Home Builders Association.*

## HORTICULTURE REPORT JUNE/JULY 2018

By: Colleen Miko

**Note: Colleen will be out of the office July 25<sup>th</sup> through August 5<sup>th</sup>**

### **My contact information at the office**

- Correct phone number & extension 360-337-7157 x #6262

### **Printing Costs from WSU Office**

- Our office has a new printer as of May & costs of printing have changed. I will be working with my office staff to create a new breakdown of printing costs to share with the Board (estimate in the next 2 weeks)

### **State MG Coordinators Mtg June 5, 6<sup>th</sup> in Wenatchee**

- ♣Brainstorming options for the structure of state level leadership of WSU MG program



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- ♣ Current structure: team leadership includes interim lead Jennifer Marquis, MG Program Coordinator from Chelan County
- ♣ Will meet again for MG Advanced Education conference in September

### Clinics

- Travel clinic:
  - New display materials to introduce MG program to new communities who aren't familiar with us being used—colorful and bright!
  - Community questionnaire for booths w/ new audiences—hope we can meet new partners
  - Travel clinic orientations held on May 31<sup>st</sup> attended by 18 MGs
  - Hari and I stocking clinics throughout the summer

### Learning Gardens

- Blueberry Park
  - Kids Cultivate dates: July 11-Aug 8<sup>th</sup> 12:30-2pm
- Raab Youth
  - summer program dates: June 25-Aug 13
  - lots of cool new stuff: fence and gates; green roof irrigation boxes; tic tac toe table; little library & reading area; new seating & benches
  - QR code signage for their native plant garden has been created and has been shared with other garden leads to use
- Anna Smith
  - Beautiful new “little library” in garden for visitors
  - Shed grant applications completed & submitted by Hari Stone:
    - ♣ Walmart \$1500—no word yet
    - ♣ Home Depot \$5000--DENIED
  - Shed team includes: Lee Derror, Patrick Duffey, Bob James, Bill Klorig, Jim Rodman, and more!
  - MGs donating materials for shed will need MGFKC donation forms please
  - Martha & Mary Kids summer program: July 11<sup>th</sup>-August 8<sup>th</sup>
  - 30<sup>th</sup> Anniversary Open House, August 4<sup>th</sup> from 10-12
- Heritage Garden
  - WSU Kitsap working on new draft MOA for all extension projects to include Heritage garden—timeline for completion not determined
  - New raised beds
  - Turned in list of volunteers for Kitsap Fair & Stampede by July 1<sup>st</sup>.
  - Garden maintenance issues discussed w/Parks department (not for 2018)
    - ♣ border fence along back of garden/top of slope needs temporary repair of rotting posts & eventual replacement
    - ♣ irrigation lines need to be moved off fence & underground eventually
    - ♣ front porch of log cabin blocked off in an unappealing way



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♣Parks not able to find Kitsap Fair & Stampede sponsorship grants but still looking for Eagle Scout for project(s)

♣Raab P patch

○Rookie MG team working on signage for garden—great ideas, beautiful designs

### **SK Garden Search**

- Committee meeting 7/5 to schedule site evaluations
- Site checklist to evaluate potential sites completed by team
- Overarching Learning Garden Decision Making document created to share with landowning partners to communicate our project goals & site needs

### **Manchester State Park MG Stewardship Site**

- MG Work parties began in June
- Looking for second MG to help with leading work parties for native plant display garden & interpretive trail

### **Kitsap Fair Open Class Hort**

- Superintendent Sharon Wasson, co-supers Shelley Sexton & Judith Richerzhagen
- Volunteer pass requests turned in to fair July 1
- Super Saturday, August 4<sup>th</sup>—first set up date for Open Class Hort space
- 2018 judges: Gayle Larson, Sam Rader & Carol Henning

### **MG Advanced Education Conference “East Meets West”**

- Wenatchee Sept 27-29<sup>th</sup> with local tours the day before optional
- Photo contest & “Diagnostic Knowledge Bowl” just announced!
- Early Registration ended July 1<sup>st</sup>.
- MG foundation of WA State has not received any applications from counties to host conference for 2019
- Kitsap Nominee for MG of the Year turned in by June 1 deadline—nominee to be announced via email to all MGs soon (remember this is the state wide nomination, not our local, Kitsap MG of the year award)

### **Teaching a Short Subject Class, by MG Paul Cox**

- Fridays, 9:15-11:15 from July 6-27<sup>th</sup>
- Goal: teach MGs how to do a short demonstration for use at a learning garden for MG audience or the general public.
- 8 MGs have signed up (rookies & cert)

### **Lecture by Kathleen Wolf, UW**

- ♣ June 19<sup>th</sup> lecture about the scientific studies of nature & its influence on human wellness attended by 31 MGs, RGMs and partner agency personnel & well-received



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### Organic Vegetable Gardening Class 2019

- Awesome teaching team: Gayle Larson, Laura Pittman-Hewitt, Willie Slusarski, and new: Dee Ritchie!

### Educational Outreach Events

- 7/21 22nd Annual Kitsap Pride Festival, Evergreen Park
- 7/21 Heronswood Plant Sale, Kingston
- 7/28 Whaling Days Parade, Silverdale
- 8/4 Manette Edible Gardens Tour de Coop August 4th
- 8/22-26 Kitsap County Fair & Stampede
- 9/14 Veterans Whole Health Day, Bremerton
- 9/15 Heronswood Plant Sale, Kingston
- 9/23 Johnson Farm Harvest Fair, Bainbridge

## PST Annual Meeting

### Plant Salvage Team Meeting at John's House

#### Team Leaders for 2018-19:

**Ann Haines**  
**Marcia Pauley**  
**John Andrews**  
**Linda Wells**  
**Linda Broun**  
**Sheila Anderson**  
**Dave Ryan**

#### AGENDA ITEMS:

##### 1. Team Leader Specific Roles

**Ann:** Securing pots and soil; storing & caring for plants for south end; ID plants; set beauty day and coordinate transport to plant sale.

**Marcia:** Securing pots and soil; storing and caring for plants for north end; ID plants; scouting north sites; set beauty day.

**John:** Communication liaison; maintain master roster and email list; photography

**Linda Wells:** Plant Sale Committee liaison; scout trainer; scheduler.

**Linda Broun:** Maintain plant collection spreadsheet; share with plant



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sale committee; pricing coordinator.

**Dave:** Scouting for future digs.

**Sheila:** Scouting for future digs; labels; thank you notes to donors.

### **General Notes**

\*John announced that last season we had 53 volunteer salvagers on the confirmed list (not counting the 7 team leaders; only 32 actually attended at least one dig. There are 16 new interns who expressed interest in helping this year. They plus the other 53 will be contacted this fall and be required to confirm their commitment to at least one dig.

\*Ten digs seemed to provide enough plants (2500-3000) and it was clear that plants dug in the fall are more likely ready to be taken to the Plant Sale in May. Plants dug in the spring just don't have enough time to recover and look presentable. Ann did a great job orienting the volunteers on procedure and things to remember when they arrived. We need to continue to do that at every dig.

\*On each dig, the "dig leader" needs to have scouted the location previously in order to give good instruction about plants to dig and procedure. That person will be in charge of assigning volunteers to certain plants, answer their questions and oversee their activity. Dave suggested that we number the flags and coordinate on the printout and will help on that workflow. Also we can send trucks that are full on ahead to start potting to reduce the total time on a dig. We need to remind volunteers to bring lunch and water on digs.

\*Potters should be encouraged to fill pots well as opposed to sparingly.

\* We are searching for new locations to salvage. Ideas included adding a blurb to the "Got Plant" about what the plant salvage team does and circulate at farmers markets.

### **Recap of Plant Sale**

\* High gross income for plants; costs were controlled.

\* Flats of plants sold if they were in good condition.

\* Grasses sold better than expected; we should go back to no grasses that don't overwinter well. Don't harvest in spring unless willing to hold them for next year.

\* Don't hold irises over.

\* Concern about the pricing team putting prices too high on some plants that then need to be repriced lower. If you have to think whether this plant is saleable, then it isn't and should not go to the sale. Linda W. suggested that we meet with the pricing team to explain what the standard should be for each price.

\* Site coordinators should pull anything that would be not sell before clean up team comes.



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- \* These are the layers of quality control: Site manager, cleanup, lead coordinator, Section leads at fairground. Each should be empowered to remove plants that are questionable.
  - \* Perhaps we could put up a “sad plant table” for plants that are obviously not prime quality.
  - \* Should do a survey of people in line about what types of plants they are looking for, where they shop, etc.
  - \* We were very good on collecting appropriate quantities of plants that people wanted. Some plants we need more of and should be announced on flyers.
  - \* Linda W. reviewed the inventory sheets and noted the plants that didn't sell so that we can avoid this next season. There is a difference between seasons as some plants sell one year more than another. Some of that depends on what is “hot” (or popular) for that year.
  - \* It was noted that our primary customer is one that frequents Home Depot/Lowes/Fred Meyers nurseries. They are looking for a good deal and our prices need to be competitive with those stores except for some exceptional plants.

### **Other Items**

- \* Budget issues: Sheila will order 7-8” tags this year instead of cutting blinds to save time. It was generally felt that the Salvage Team has all the materials it needs and will only be ordering some dirt and row covers. We will try using sharpies this year instead of grease pencils. Linda B. continues to coordinate budget requests.
- \* Scouting: Linda W. will continue to coordinate scouters and is actively recruiting more. A call will go out to all MGs who are on the salvage team list including the new interns for anyone who is quite familiar with perennials.