



Master Gardener Foundation of Kitsap County

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

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November 20, 2017 Board Meeting Minutes

CALL TO ORDER

President Marcia Harris called the monthly Master Gardener Foundation board meeting to order at 1:00pm at the Homebuilders office on Monday, November 20, 2017.

Board members in attendance were

Executive Board Members:

President Marcia Harris
Vice President Donna Rae George
Secretary John Andrews
Treasurer Joyce Schlote

Directors-at-Large:

Gayle Larson
Tom Boullion
Claudia Thompson
Jackie Siler

Horticultural Advisor: Colleen Miko

Guests: Ann Lee-Elbertson (Blueberry Park). She is one of five team leaders of that garden. Blueberry park is right in the middle of a community and was originally a blueberry farm. The demo garden is up front and there are about 70 garden plots for rent. The garden was created in 2008 to benefit and educate the community as to where their food comes from. A Kid's Cultivate program is provided for kids that don't necessary have nutritious meals at home. They have contact with those who have plots in the pea patch area. There is a garden area that is dedicated just for cultivators. A bee hive was added after a new shed was built. They created an integrated way of growing food from bees and next year are adding beneficial fungi. They make a food donation from the demo garden to the Salvation Army. Plans for the future include archways to grows vegetables vertically like beans; more sculptures; building a pollinator hotel; more relationships with school classes to visit; more informational signage. Ideas were discussed about a type of plastic signage that could be used for all the gardens.

Smile for the Day: Marcia read us the "Farmer's Thanksgiving."

WSU Kitsap Educational Horticultural Year End Report. Colleen shared that the WSU state coordinator has resigned but not sure about the future of that position. Kitsap Ag Alliance will set up and store materials for the Silverdale Farmers Market. She is in the process of purchasing equipment, clinic box, etc for this new clinic. When meeting with the clinic leads, there was mention of purchasing bulk items that might be used for everyone (ie. seed potatoes, Slugo). MOA for Heritage Garden remains in draft form because Parks department would like an overall contract with WSU for all activities rather than an individual document for one project.

2017 Annual Meeting and Nominations. The bylaws specify that we need to have a meeting to elect new officers which can be the November meeting. This year we need to elect a Vice President, treasurer, and two at-large board meetings.



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Today's Agenda: Joyce moved, Claudia seconded. Approved.

CONSENT AGENDA— Joyce Moved, Tom Seconded. Approved.

Secretary's Report – John Andrews

September meeting minutes were approved as submitted.

Treasurer's Report – Joyce Schlote

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

Horticulture Report—Colleen Miko: MG Program Coordinator

The October Horticultural report was emailed to all board members.

STANDING COMMITTEE REPORTS:

Communications Committee: no report filed.

Programs Committee (Tours & Seminars): no report filed

Resource Committee: no report filed.

Nominating Committee: no report filed.

Audit Committee: no report filed.

Finance Committee: no report filed.

Merchandizing Committee: report was emailed. Question about how figures matched up.

SPECIAL COMMITTEE REPORTS:

Plant Sale Committee: no report filed.

Plant Salvage Committee: report was emailed to all members

FOUNDATION BUSINESS:

1. Graduation 2017 Review—Colleen.

a. Interest Survey. Response was good from newest MGs (22). Discussion of who should take on the responsibility to contact other MGs. Decided that should be the Vice President. Should we add more detailed explanation about certain areas? Those that responded will be contacted when specific needs arise.

b. Raffle. A total of \$153 was raised.

2. Election of new officers for 2018. Donna Rae will move up to become the President. Joyce was elected as Vice President, Tom Boullion and Jackie Siler were elected to a two-year term as at-large board members. There is still an opening for the Treasurer.

3. West Sound Home & Garden January and April Ads. Marcia passed around the latest issue to share the ad that we placed.

4. Great Give Event Action. DR moved, John seconded that Great Give proceeds be used for garden irrigation. Approved. The event is on April 24. Suggested that Jim Rodman be the coordinator of this event.



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5. December 18 End of Year meeting.

- a. Where: Donna Rae's house
- b. When: Dec. 18 at 12-3:00
- c. Agenda:
 1. 2019 Draft Budget
 2. Adoption of 2018-2021 goals
 3. Reflections and Accomplishments
 4. Passing of the Gavel.

6. Policy Committee.

Committees Policy—removed three committees (Communications, Programs, Resource) from Special Committees designation. They did not need that extra layer and so did not need to have designation. Committees can make sub-committees. Question for clarification of what this action means. Moved to make this change by Joyce, seconded Claudia. Approved.

Communications Policy—Things have changed (we are doing Wix and Shout-outs) so we are trying to speed up the process. Don't need another level of approval any more. Joyce moved to adopt policy as revised. Tom seconded. Approved.

ANNOUNCEMENTS

1. **Need for Seminar Co-Chairs and Merchandizing Chair**—Gayle is heading up Seminars and has the first three months speakers secured. The board is looking for a co-chair to help Gayle. Kathy Hawkins will help with tours. We have a person to help sell spirit wear.
2. **2018 Plant Sale Sponsorship Update**—postponed.
3. **Other Information**

Meeting was adjourned at 3: 08 pm.

Next Meeting is Monday December 18 at 12:00pm at Donna Rae's House.

HORTICULTURE REPORT December 2017

By: Colleen Miko

Please note: Colleen will be on leave from December 25th through January 12th, returning to the office on January 15th, 2018

Clinics

- Office clinic shifts full through December 8th, 2017 (last day)—no MGs working office clinic again until Monday, January 15, 2018
- Clinic log data entry process—underway still
- 2018 Central Kitsap Farmers' Market—IT'S A GO!



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- KCAA will do market in 2018 from May 1-October 9 on Tuesdays from 3-7 at the Silverdale waterfront & they will be hiring a market manager; they will store & set up our supplies each week
- Joyce Schlote is one lead, need one co-lead (I have several candidates)
- Airen Lydick—new traveling clinic lead (need a second MG—have candidates)
- Kim Fox to stay on as office co-lead to partner with Patti Frank
- Clean Water Kitsap funding 2017 for MG Natural Yard Care was used to purchase some clinic supplies this month:
 - CK FM canopy, table, MG banner, some box 3 books
 - 2 tables Bainbridge, 1 table Kingston, rolling cart Port Orchard

Learning Gardens—worked with leads on budget requests—turned in to Joyce 12/12

- First day of MG training, garden leads present (January 26)
- Marjie Vigal to work on powerpoints for all gardens in similar format
- Certificates of Appreciation 2017 for MG program partners being prepared/mailed through December

MG Training 2018

- 2018 class dates: Jan 26-April 13th. No class Feb. 9 & March 16.
- 7 Orientation sessions offered in Nov & December
- No more applications being accepted
- 40 on current roster as accepted and paid to become MGs—15 Port Orchard/SK; 16 Bremerton; 0 Kingston; 3 Bainbridge; 3 Poulsbo; 2 Silverdale; 2 other NK; 2 scholarships approved

SK Garden Search

- First meeting of team December 7 1-3 room 406
- Sharon Howard, Bill Gaylord, Sr., Tom Boullion, Marcia Harris, Linda Broun. Kathy Hawkins on committee—woo hoo!
- Step 1—create list of site requirements, site preferences and Nice-to-haves; step 2 create ranking sheet to evaluate sites; 3. Committee will create list of potential sites to visit and so on....

MG Reapplication 2018 underway

- 123 of 294 have completed as of 12/12

Organic Vegetable Gardening Class 2018—registration open! Flier is done!

- January 20, Feb 3 & 17; March 3rd—new time: 9-2
- Gayle Larson, Laura Pittman-Hewitt instructor/leads



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- 2 from each garden lead and clinic lead team can attend for free

New WSU Kitsap Extension Contact Information

- All extension personnel have the same number: 360-337-7157 and all staff have extensions
- Must hit # sign before extension to be connected
- Colleen #6262; MG hotline #6269; Hari #6267; Lisa #6267; Dana #6269
- MG hotline email changed to mastergardenerkitsap@gmail.com (old one still forwards to this)

MISC NEWS

- Nicole Martini, State Master Gardener Program lead last day January 2nd; No news re: how her position will be replaced
- WSU Kitsap Extension office holiday schedule: office closed December 25th & January 1st

Finance Committee Report For the MGFKC Board Meeting on December 18, 2017

Finance Committee members Marcia Harris, Joyce Schlote, Jackie Siler, Betsi Kurzawski and Linda Wells met November 29, 2017, to review the initial budget requests from Foundation constituents and to develop our recommendations to the Board for 2018.

The results of our discussion are expressed in the attached Asset Allocation Plan, Expense Budget and Income Projection for 2018.

To recap, for anyone who hasn't participated in (or doesn't remember) the budget process: at the end of each year, the Board allocates the Foundation's assets between (1) funds to be held in reserve for the purpose of protecting the sustainability of the Foundation and the support it provides to the MG Program when faced with unexpected expenses or income shortfalls and (2) funds to be spent to conduct the Foundation's business and to support the WSU Master Gardener Program. Once it agrees on the appropriate allocation of assets between those two categories, it adopts an Expense Budget that allots the funds to be spent among the various activities of the Foundation and the MG Program. Finally, the Board establishes an Income Projection for the following year. A more detailed description of this process is attached as an annex to this report.

Proposed New "Matching Fund"



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At its meeting in November, the Finance Committee first reviewed the Board's draft statement of 2018-2021 Goals/Workplan/Objectives. That statement expresses the Board's desire to increase income available for MG Program activities and to stimulate greater participation in Foundation activities.

The Committee spent some time discussing how the budget process could be used to support those goals by diversifying the sources of funds available to the MG Program and by encouraging MGs to devote more energy toward securing funding for MG activities.

A few years ago, the Board set up a program by which a demonstration garden could "bank" spending authority received in one year to supplement spending authority received the following year by an amount equal to any grants or garden-specific donations it obtained.

That incentive has not proved particularly effective, and the option has not been used as much as was hoped.

The Committee is recommending that the Board initiate a new "matching fund" to provide an additional incentive to the four current demonstration gardens to secure donations from sources in addition to the Foundation during 2018.

The gardens that are routinely securing grants have not found it to be all that difficult, once they tried it. And there was some discussion that it is not fair to those who do make the effort to obtain supplemental funding to effectively be subsidizing those that don't.

Committee members thought that a matching fund, coupled with an informational session for garden leads early in the new year about how to find and secure grants, could be what was needed to stimulate additional fundraising efforts.

The fund and training could drive home the message that, if gardens secure supplemental support for their special projects, more Foundation resources would be available for ongoing operating expenses, for which grants are much more difficult to obtain.

Our suggestion would be to make a one-time reduction in the Emergency Reserve account in order to set aside \$500 for each of the four demonstration gardens, in addition to the funds that the Foundation otherwise would have donated to them in



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2018. A garden would be able to tap \$1 of its matching fund account for every \$1 it raises from outside sources.

So, for example, if Garden X was authorized to spend \$1,000 in the Foundation's ordinary 2018 Expense Budget, and it secured grants totalling \$500 in 2018, the Foundation would add an additional \$500 of Foundation funds to that garden's budget, bringing the total it could spend in 2018 to \$2,000 (\$1,000+\$500+\$500).

If the extra funds were not needed in 2018, they would rolled over to supplement the garden's 2019 ordinary budget.

When the original "banking" system was adopted, it was felt that a one-year carryforward was workable, but that longer carryforward periods would become unduly burdensome from a bookkeeping standpoint.

If the matching fund proves to be an effective stimulus, the Board might consider making it a regular component of the budgeting process. If it is not, the Board could return the unclaimed portion of the matching funds to the general asset pool for 2019, or do something else with them. The Board wouldn't need to make that choice until the December 2018 budget cycle.

Asset Allocation and Expense Budget Recommendations

For 2018, the Committee is recommending level funding of the Capital, Income Averaging, Fundraising and South County Garden reserves and, if the Board supports the matching fund concept described above, a reduction of the Emergency reserve to cover the cost of that initiative.

The Committee recommends that the remaining funds be applied to the Expense Budget, as shown in the attached proposed budget.

The proposed Expense Budget covers the budget requests received from Foundation activity leads, including the new sponsorship fundraising activity. It also provides funding to MG Program activities at a level slightly higher than the funding actually expended in 2017, plus the potential for an additional \$2,000 available under the recommended matching fund initiative. The proposed budget also reflects how Colleen Miko requests that the Foundation distribute its MG Program support in 2018.

Income Projection



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The attached 2018 Income Projection is based on information gathered from the Foundation fundraising leads and the Treasurer. The Committee believes that it is a reasonable projection, and does not signal the need for any curtailment of spending or major fundraising changes in 2018 or 2019, unless the Foundation wishes to sponsor some major new initiative thereafter.

The Six Step MGFKC Budget Process

First, the Treasurer estimates what the total assets available to the Foundation will be as of December 31, 2017. The available assets will include all the funds remaining in the previously established reserve funds, all of the Foundation's 2017 income, and all of the funds that remain unspent from the 2017 Expense Budget. The Treasurer's estimate for 2018 has been incorporated into the Committee's recommendations.

Second, the Board sets aside the funds it deems prudent to preserve the sustainability of the Foundation and the support it provides to the MG Program. Historically, funds have been reserved in four categories: capital improvements, emergencies, income averaging (to compensate for unexpected earnings shortfalls) and fundraising (in case we want to initiate a major new fundraiser like the galas and auctions held in the past). After the closure of the Olalla Garden, the Board added a reserve to cover the cost of launching a replacement garden in the southern part of the county.

Third, the Board estimates what it will need to operate the Foundation, to conduct fundraising activities and to provide the MG Program support that it manages directly (seminars, for example).

Fourth, the Board advises the MG Program Coordinator of the funds that will remain to be used to support the activities of the MG Program and requests that she propose how she would like to allocate the Foundation's contributions among the Clinics, Demonstration Gardens, Ancillary Projects and the WSU Extension Office.

Fifth, the Board prepares an Income Projection, which spells out what it realistically expects to gross from its fundraising and investments during the coming year. The Income Projection serves two purposes: it establishes goals for fundraising volunteers and gives the Foundation (and WSU) an early indicator of how much might be available to spend during the subsequent year (2019, in this case), so that we all can start adjusting our spending or planning additional fundraising initiatives, if necessary.



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Finally, the draft Asset Allocation, Expense Budget and Income Projections are finalized, after the Board has had the opportunity to consider how all those moving parts affect each other and reached consensus on the appropriate mix.