



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.*

January 11, 2016 Board Meeting Minutes

CALL TO ORDER

President Sherry Kanode called the monthly Master Gardener Foundation board meeting to order at 1:00pm on Monday, January 11, 2016 at Home Builders Association building in Bremerton, WA.

Board members in attendance were Secretary Donna Rae George, Treasurer Joyce Schlote and Directors-at-Large Mary Anderson, Marcia Harris, Judith Richerzhagen, and Kathy Hawkins. Horticulture Advisor Colleen Miko also attended. Candice Gohn, from Port Townsend and Jefferson County Master Gardeners also attended. She is the regional representative to the MGFWS.

REPORTS:

Secretary's Report –Donna Rae George

Motion to approve the December Board meeting minutes has been deferred to the February meeting.

Treasurer's Report – Joyce Schlote

The December Treasurer's report will be filed for audit.

December 31, 2015

ASSETS

Current Assets

Checking/Savings			
Debit Card Checking			25.00
PayPal Receivables			0
Kitsap Credit Union Checking			5,313.12
Money Market			30,397.12
Savings Capital Improvement			1,000.24
Kitsap Credit Union CDs			
CD 01 (09/14/2020)	Emergency Fund		8,500.00
CD 02 (06/01/2017)	Fund Raising		5,000.00
CD 04 (01/09/2017)	Emergency Fund		3,500.00
CD 06 (01/09/2016)	Income Averaging		5,000.00
CD 07 (01/09/2016)	Fund Raising		4,000.00
CD 08 (01/09/2016)	Income Averaging		5,000.00
Total Kitsap Credit Union CDs			<u>31,000.00</u>
Total Checking/Savings			<u>67,735.87</u>
Total Current Assets			<u>67,735.87</u>
TOTAL ASSETS			<u>67,735.87</u>

Horticulture Report—Colleen Miko: MG Program Coordinator

Clinics

- *Clinic log data entry in the office clinic—started doing input mid-October—still working on it*
- *Total number of questions asked Office Clinic in 2015: 343; total # MG volunteers 112*
- *Information collected in the clinics (and input in spreadsheets) will be shared at MG Training for 2016 in clinic orientation class on March 11. Team of MGs will be analyzing this data and continue to add to “most commonly asked questions” that was updated in 2015.*
- *Clinic box inventory & restocking starts this month (Weed binders revamped in December by Dana & her crew)*

Learning Gardens

- *MGs handed over the coordination of the Blueberry Park P-Patch to City of Bremerton Parks effective December 1, 2015. MGs will continue to be active at the Blueberry Park Learning Garden and with the Kids Cultivate program. The city will handle all aspects of the p patch in 2016.*
- *New lead team for Anna Smith Children’s Garden with 6 MGs taking roles for different aspects of the garden. Sandy Livermore will handle budgets and be signer for reimbursements.*

Organic Gardening Winter Class 2016

- *Four Saturdays--2/13, 2/27, 3/12, 3/26*
- *Registration is open online until February 6 at Extension website*
- *Clinic and Garden leads are allowed to attend as reward for leadership*

Graduation/Awards Ceremony

- *Presidential Award winner recognized and received pins & certs*
- *E-thank yous for MGs helping at gardens and clinics emailed in December*
- *Certificates of appreciation for garden and clinic partners sent in December along with remaining awards not picked up at ceremony*

MG Program 2015/2016

- *Re-application process still incomplete--anticipate completion the second week of February for 2016 roster*
- *52 MGs still have not re-applied*
- *As of January 2016, we have ___ Emeritus Master Gardeners (up from 57 at start of 2015) and approx. ___ certified MGs (compared to 252 at start of 2015)*
- *Class of 2015—29 wonderful graduates (26 graduated in 2014)*

MG Training 2016

- *Class starts January 29th and runs Fridays through April 15th except for two days off: February 19th and March 18. Garden work party days: April 8 & 15th. Clinic Orientation day is March 11th.*
- *Class is full with 50 trainees and 4 on the wait list (2015 class started with 41)*
- *4 scholarships have been approved (2015 class has one scholarship)*
- *Carol Henning, Marcia Pauley & Bill Gaylord, Sr. continuing on as mentors with Jim Hazel as new mentor for 2016.*

Educational Outreach for 2015

- *MGs participated in a total of 7 scheduled outreach events this year, not including the Fair; contacts reported under “Travelling Clinics”*
- *520 individual questions were logged for these events*
- *Events: Ueland Tree Salvage; Peninsula Home & Garden Show, MGFKC Plant Sale, Stillwaters EcoFest, Bainbridge in Bloom, Kitsap County Fair, Fall Home Show*

STANDING COMMITTEE REPORTS:

Communication Committee Report – Jane Dower:Chair

January 2016

Communication Committee Report – Jane Dower

- ***Constant Contact (CC):*** *Hari Stone of the Extension office continues to send CC emails for the Foundation. A form or template for requestors of CCs to use is being considered. A draft of a request form is near completion and will be available for review on our website. It was created using a free version of the 123 Form Builder app on Wix.com. The request is auto-forwarded to the MGFKC President for approval processing.*
- ***Foundation Website:*** *Minor updates were made. Tae McKinney continues to study the Wix.com website. Tentative date for her to take over as webmaster is February 1.*
- ***West Sound Home & Garden magazine:*** *The May/June ad is due to WSHG on March 9. Kathy Goble will prepare it. It will be identical to the Mar/Apr ad but with mention of May & June seminars.*

<i>WSHG Issue</i>	<i>Submission Deadline</i>	<i>Display Date</i>	<i>Subject</i>
<i>Jan-Feb</i>	<i>√ Nov 9</i>	<i>January 1</i>	<i>Organic Gardening Class (Inboden)</i>
<i>Mar-Apr</i>	<i>√ Jan 9</i>	<i>March 1</i>	<i>May Plant Sale & Mar and Apr seminars (Goble)</i>
<i>May-Jun</i>	<i>Mar 9</i>	<i>May 1</i>	<i>May Plant Sale & May and June seminars (Goble)</i>
<i>Jul-Aug</i>	<i>May 9</i>	<i>July 1</i>	<i>Tentative: Kitsap Fair, Farmers Market Clinics</i>
<i>Sep-Oct</i>	<i>Jul 9</i>	<i>Sep 1</i>	<i>Tentative: 2017 MG Training</i>
<i>Nov-Dec</i>	<i>Sep 9</i>	<i>Nov 1</i>	<i>Tentative: 2017 Seminar Season</i>

- ***Newspapers/Calendars:*** *Amy & Kathy H. will submit approved seminar announcements to the Sound Publishing newspapers and online calendars.*
- ***Communication Documents:*** *The Communications policy has been updated and is being reviewed. A ‘Communication Guidelines & Deadlines’ document is being reviewed. This is a reference document for use by all board members and Committee Chairs.*

Resource Committee – Chair Vacant

No report at this time.

Programs Committee –as listed below

Seminars – Amy Churchill/Kathy Hawkins :Co-Chairs

- *The January 13th seminar will feature Jessie Bloom who will present on “Perma – What?” how to design your own permaculture paradise.” Her recently published book “Practical Permaculture for Home Landscapes, your Community and the Whole Earth” will be on sale at the seminar. Returning this year are the tool sharpening MG fellows (Bill Gaylord, David Delmendo and JoeMachcinski). They will sharpen small garden tools during the seminar for a small donation to the Foundation. Bill Gaylord will also do a hands on tool sharpening demonstration.*

Tours – Judith Richerzhagen: Chair

- Judith Richerzhagen gave a verbal report that the first summer tour will be at Marenakos Rock Center in Issaquah, WA on June 9th and the tour season will be for five months: June - October 2016.

Finance Committee – Chair Vacant

We have finished 2015 in fine shape. My . The treasurers guesses on how much we would spend and how much we would have coming in for December of 2015 were a bit off, but in a healthy direction. We appear to have \$1,445.87 more to work with than we budgeted for 2016. We recommend that after the completion on the audit, any excess money from 2015 be held for use in 2017.

Nominating Committee – Marcia Harris: Chair

No report at this time

Audit Committee – Linda Wells: Chair

Marcia Harris reminded the Board that she is the ex-officio for the Audit Committee. David Delmendo is a committee member and that the committee will meet on January 19, 2016.

SPECIAL COMMITTEE REPORTS

Policies Review Committee – Donna Rae George

The review of policies continues as a result of the Bylaws revision. The motion was made and approved unanimously at the December meeting to delete the Membership Policy. The committee has focused on the policies that are due for review in 2016 and will send these to the Board for review prior to the February Board meeting. (Communications, Bylaws Review/Revision, Record Retention, Privacy, Board Meeting Management, Board Orientation, and Budget Creation/Maintenance)

ADDITIONAL REPORTS

Master Gardener Foundation of Washington State (MGFWS) - Sherry Kanode; Kitsap County Rep.

No report at this time.

UNFINISHED BUSINESS:

- Copies of adopted Bylaws distribution
- Revise Policies and Procedures to align with adopted bylaws
- Board / Chair openings: Update: Vice President - nominee presented/Board votes, Communications, Resource Development – appointment made/Board approves, Finance
- Project Viability Worksheet – Directors’ review and feedback given to Colleen
- Board Retreat - confirmation update
- Storage unit inventory update and completion date (March 2016)
- Banner to use for parades, publicity, etc. to advertise what MGs do in the county – has been deferred to Plant Sale Committee
- Children’s Library – co-ordinate an inventory of children’s books and develop a list of books at each of the gardens. Kathy Hawkins to start list and send to Secretary for further distribution – update will be presented in March or April
- Kitsap Community Foundation 2016 Grant Application
- Kitsap Great Give on May 3, 2016 update
- Annual Foundation event (needs a title/theme, for example, “Post Plant Sale Event”) held after Sun., Nov. 6, 2016 Rookie Graduation on either Sat., Nov. 19 or Sun., Nov. 20, and
- Bylaws – Directors to receive copies of the approved and adopted Bylaws dated 1/11/2016

ANNOUNCEMENTS

- May 2016 Board meeting has been CHANGED to the THIRD MONDAY(5/16) due to the plant sale on May 7, 2016.
- 2017 Board Orientation meeting to be held at first Board meeting on Jan. 9, 2017 (3 hr. mtg.)
- The Plant Sale Committee will meet at on Wednesday 1/13/2016 at 11am at the Norm Dicks building in room 406 for the first meeting of 2016.

Reflections Articles:

January – Joyce Schlote

February – Judith Richerzhagen

Meeting was adjourned at 3:10 PM.

Meetings for 2016:

Meetings are held at the Home Builders Association Building

Second Monday of each month from 1-3pm

5251 Auto Center Way, Bremerton, WA

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