



Master Gardener Foundation of Kitsap County

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

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September 18, 2017 Board Meeting Approved Minutes

CALL TO ORDER

President Marcia Harris called the monthly Master Gardener Foundation board meeting to order at 1:15pm at the Homebuilders office on Monday, September 18, 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

Horticultural Advisor: Colleen Miko

Guests: None.

Staff was asked their reactions to not having a meeting in August. Most replied that it was fine since summer is so busy with activities and vacations. A few felt disconnected without that monthly contact.

Smile for the Day: John related his solar total eclipse experience in Oregon.

Today's Agenda: John moves, Tom seconded. Approved.

CONSENT AGENDA— Tom Approved, Claudia Seconded. Approved.

Secretary's Report – John Andrews

July 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 August and September Horticultural reports were emailed to all board members.

STANDING COMMITTEE REPORTS:

Communications Committee: West Sound Ad for Nov-Dec. issue was emailed. Question about the wording was discussed. No changes could be made now. DR said we need to have a chart of dates when ads are due that could reminders as the year progresses.

Programs Committee (Tours & Seminars): report was emailed.

Resource Committee: no report filed.

Nominating Committee: no report filed.



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Audit Committee: no report filed.

Finance Committee: no report filed.

SPECIAL COMMITTEE REPORTS:

Plant Sale Committee: no report filed

Plant Salvage Committee: report of July 26 meeting was emailed.

Other Special Committees and Assignments:

* Sponsorship and Marketing: A detailed proposal and timeline was submitted by Mike Stevens and emailed to everyone.

* Social Event on Sept. 17: It was cancelled due to a variety of reasons (not having enough confirmed attendees; some of organizers were out of communication, etc). Discussion included some suggestions (ie. asking MGs if they want a social event; maybe having a less formal gathering; maybe a different time and building it into a budget in advance.) Gayle suggested creating a survey to find out what kind of events they would like to attend. It was unanimously agreed that the foundation will cover the costs of this event and it is not the responsibility of the individuals involved in the planning.

*MGFWS State Conference in Yakima—Colleen is attending.

FOUNDATION BUSINESS:

- 1. 2018 Plant Sale Proposal—Tom Bullion.** Tom presented a rough draft and said he will finalize the proposal for the next meeting.
- 2. Plant Sale Sponsorship Pilot Proposal—Donna Rae and Marcia.** Mike has provided a draft of the handout to potential sponsorships and a graphic arts mock-up for the MGFKC website. He has offered to play any role the board wishes to get this project off the ground. There were lots of positive comments on the idea of sponsorship, not just for the plant sale but possibly other events.
- 3. Goal Setting 2018-2020: Strategic Planning Committee Up-date.**

*Financial Goals: Marcia reported that it is still in the planning stages.

*Great Give: 2018 update; Kitsap County Event only, Tues. April 24 (not affiliated national program); need a chair to coordinate and pass along information.

*Communication: West Sound Home and Garden Magazine; Nov/Dec Ad submitted. Also need a chair for this area; Kim is willing to help with website and shout-out format.

*New Garden in South County—Tom Bullion. An attempt was made to put together a Field Trip to Salmon Center near Belfair, but there were numerous calendar conflicts. Marcia encouraged everyone to check it out. Tom has not been able to contact with PO city commission to gather information about county parks. Colleen said she might be able to find



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a workable space before meeting with the parks director. DR has collected information about the number of MGs in each area of the county to help strengthen the argument that we should have a learning garden in the Port Orchard/south county area.

* New Farmer's Market in Silverdale. Colleen reported that she would like to have a Central location on a permanent basis. With nearly 300 MGs, we should be able to staff one at the Silverdale's farmer's market. There was a trial clinic held there for three weeks this year and Tom reported that it had good response. It will take time to build up a constant clientele. She will find out if they plan to be in the same location (Silverdale waterfront), what their storage capacity is for storing clinic material and desk, chairs, etc.

4. **Graduation—Rookie MGFKC Interest Survey Volunteer**—DR distributed a survey that used to be given to rookies at their graduation but has not been used the last two years. It was generally felt that we need to let the new MGs know that we need their skills and talents. Claudia, with DR's help, will work to revise this form so that it gives more detailed job descriptions and is more personal and less generic. We will finalize at the next meeting in order to be ready for this November 5 graduation.
5. **Policy Committee**—tabled.
6. **Nominating Committee Report:** A number of positions will need to be filled immediately or by the end of this year:
 - a. Seminar Co-Chairs.
 - b. Communication Chair
 - c. Merchandizing Chair
 - d. Tours Chair
 - e. Treasurer for 2018-19.
 - f. State Rep to the WSU master gardeners foundation.
7. **Year End Celebration** — tabled

ANNOUNCEMENTS

1. **MGFKC 2017 Master Gardener Nominee Update**—Colleen would like to do something special for the Amy Churchill at the graduation and possibly at the Oct. 30 dig. She is open to ideas.
2. **Need a new state rep for next year.** Need to recruit for this position and we should include amount of time that is spent on the task.

Meeting was adjourned at 3:08 pm.

Next Meeting is Monday October 16 at 1:00pm.

Master Gardener Foundation of Kitsap County Assets As of September 30, 2017

Sep 30, 17
ASSETS



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Current Assets	
Checking/Savings	
Debit Card checking	76.27
Kitsap Credit Union Checking	7,159.89
Money Market	25,516.54
Savings Capital Improve	1,000.09
Kitsap Credit Union CDs	
CD 01 (9/14/20) Emergency fund	8,500.00
CD 04 (1/9/17) Emergency Fund	3,500.00
CD 09 (6/2/18) Fund Raising	5,000.00
CD 12 (4/11/18) Fund Raising	4,000.00
CD 08 (1/9/17) Income Averaging	5,000.00
CD 11 (4/11/18) Income Averaging	5,000.00
Total Kitsap Credit Union CDs	31,000.00
Total Checking/Savings	64,752.79
Total Current Assets	64,752.79
TOTAL ASSETS	64,752.79

Master Gardener Foundation of Kitsap County Profit & Loss Budget vs. Actual January through September 2017

	Jan - Sep 17	Budget	\$ Over Budget
Ordinary Income/Expense			
<u>Income</u>			
Foundation Revenue			
Reward Cards	95.54	350.00	-254.46
Donations	2,641.29	2,500.00	141.29
Interest-Savings-CDs	237.56	275.00	-37.44
Merchandise Sales			
Row Cover	1,550.00		
glove sales	1,002.00		
logo wear	1,319.00		
Merchandise Sales - Other	0.00	4,500.00	-4,500.00
Total Merchandise Sales	3,871.00	4,500.00	-629.00
Plant Sale			
Plants Sold	15,032.10	14,000.00	1,032.10
Total Plant Sale	5,032.10	14,000.00	1,032.10
Seminars Income	957.00	850.00	107.00
Total Foundation Revenue	22,834.49	22,475.00	359.49
Total Income	22,834.49	22,475.00	359.49



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Expense

Foundation Expenses

Administration

Communications

Constant Contact Office Help	0.00	500.00	-500.00
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Communication committee	582.20	800.00	-217.80
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Total Communications	582.20	1,300.00	-717.80
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Office expenses

Storage Rent	1,308.00	1,320.00	-12.00
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General Admin Expenses	1,646.46	2,400.00	-753.54
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Total Office expenses	2,954.46	3,720.00	-765.54
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State Representative expenses	0.00	400.00	-400.00
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Total Administration	3,536.66	5,420.00	-1,883.34
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Fund Raisers

Credit Card Device Connections	180.00	300.00	-120.00
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Future fund raising events	0.00	350.02	-350.02
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Merchandise Expenses	3,226.18	3,700.00	-473.82
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Plant Sale

Plant Sale Main expenses	2,355.98	2,980.00	-624.02
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Salvage Team	317.71	500.00	-182.29
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Total Plant Sale	2,673.69	3,480.00	-806.31
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Total Fund Raisers	6,079.87	7,830.02	-1,750.15
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Total Foundation Expenses	9,616.5	13,250.02	-3,633.49
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HORTICULTURE REPORT September 2017

By: Colleen Miko

Clinics

- Office clinic email changed to mastergardenerkitsap@gmail.com to limit the amount of spam we get from Hotmail. Emails from old Hotmail address are forwarded to the new gmail. Email will be changed on print materials as they are re-printed
- Office clinic shifts full through December 8th, 2017 (last day)
- Clinic log data entry process
 - Clinic log data entry training Sept. 7th from 1-2:30 room 406 (18 MGs in attendance)
 - Training on how best to log inquiries and how to do clinic log data entry
 - 7 Interested attendees took clinic log sheets with them to enter
 - Clinic log data entry printed instructions complete
- 3 August dates Central Kitsap Farmers' Market on Silverdale waterfront
 - August 1, 8, 15 from 3-7pm—attendance was slow but customers were glad to have us there and MGs said they liked location



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- Michelle Wilson, market manager (was P. O market manager until this year) stored & set up our supplies for those 3 market days, Bless her heart!
- Considering this as full season clinic location for 2018—will need 2 clinic co-leads & supplies, such as canopy—stay tuned
- Need 2 traveling clinic leads—hoping to recruit new team in time for fall end of season clinic lead meeting
- End of Season clinic lead meeting will be held in early November (doodle poll to come out soon)

Learning Gardens

- ¥ Anna Smith
 - Will be addressing run off around shed this fall with a short retaining wall and laying down gravel around shed entry
- ¥ Blueberry Park
 - MOA finalized!!!!
- ¥ Heritage Garden
 - Draft MOA with Kitsap Parks/Kitsap County still in draft form
 - Last day at the garden Sept. 26th potluck
- ¥ Raab Youth
 - Oct. 18th last MG work party
 - West Sound Academy 7th graders “putting the garden to bed”
- ¥ Raab Park
 - Sept. 16th 10-12 volunteers needed to cut tarps for winterizing patches
 - Oct. 14th last work party day 10-12
 - New lead team members wanted
- ¥ End of season garden lead meeting for early November (doodle poll soon)

Kitsap County Fair August 23-27th

- Recap Report not complete yet
- Heritage Garden
 - Won Commissioners’ Award from Charlotte Garrido

MG Advanced Education Conference “Can You Dig It?” September 20-23, 2017 Yakima, WA

- “Sharing Success” display—WSU Kitsap will not be having a display this year
- Colleen will sit on panel to discuss MG program and foundation relationships for one of the educational sessions
- MG of the Year award winner announced at this event. Kitsap nominee is Amy Churchill—I want to do something locally to recognize her



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Graduation & Awards Ceremony November 5, 2017 2-4pm

- MG rookies report hours by October 8th
- New badges ordered this month
- Garden & clinic leads to provide nominations & lists of people for certificates of appreciation and e-thank you cards

MISC—ROOM 406, Norm Dicks Government Building

- A new standard room layout & user guidelines to be posted this month for all users to assure that room is cleaned and set up the same way after each group finishes
- MGFKC and Plant Sale committees can schedule this room for free through Colleen, please remember to book early

MISC—Sharon Colman, entomologist, WSU Snohomish Extension retired this summer

- Sharon was one of the originators of the MG Program with WSU

MG Training 2018

- New applications and first info email to inquirers to go out mid-October
- 2018 class dates: Jan 26-April 13th. No class Feb. 9 & March 16.
- Orientations sessions to be held in November

Educational Outreach Events

- Heronswood Plant Sale September 16th, 10-3
- Naval Avenue Fall Market September 22nd
- Friends of the Farm Harvest Fair, Bainbridge September 24 11-5
- Kitsap Home & Recreation Show, October 6-8th (two days only!)
 - Colleen is teaching a class “How Green is Your Lawn?” at the show on Sunday, October 8th at 11 am

Wednesday July 26, 2017

Plant Salvage Team Meeting

Team Leaders for 2017-18:

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



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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; point of contact for

Colleen

John: Communication liaison; maintain master roster and email list; photography; give monthly reports to MGFKC

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

Linda Broun: Maintain plant collection spreadsheet; share with plant sale committee; pricing coordinator.

Dave: Scouting for future digs.

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

2. Accurate Salvage Team List

3. Review Plant Sale Team Report

4. Equipment/supply needs for 2017-18

5. How to contact potential donors of plants

6. Suggestions for this year's digs:

- * Days of week

- * Scouting procedures

- * On-Site efficiency

1. Plant Sale results were reviewed by Linda Wells with these main points:

- * Sword ferns and mondo grass sales increased—2 gallon pots would work better

- * Diversity worked.

- * Don't bring plants that we don't know the color—learn to say no if you don't know for sure; wait until next year to salvage and note the color.

- * Donna Rae is willing to hold plants that need to be held over for next year's sale.

- * Did not do best job of controlling day lillies—we had a wide variety of colors, but they were not popular sellers.

- * Target of 2000 plants again for digs in 2017-18.

- * Try to get other people to donate; potting up party was first time and very successful.

- * New handout that LW made explains plants we want and don't want; it has links for various emails.

- * Gayle will help again to organize vegetables for donating.

- * We should continue including the Potting-up party as part of the PST responsibility.

- * We should have a straight alpha list of all plants collected. Listing sun/shade based on reference material and add to the spreadsheet.

- * Keep plant tidy days closer to the plant sale in order for them to look good.

- * Salvage team needs to empower the plant beautifiers with the ability to pull plants that are not attractive.

- * Suggest a big poster to be displayed at plant sale to invite donors.

- * Coupons will be given to donors—Linda has copies.



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- * PST Brochures may need to be updated—contact Colleen.
- * On Plant Delivery Day—Port Orchard deliveries should meet at Anns' at 8:30—arrive at fairgrounds 10:30-11:00. Call and let how many trucks to expect.
- * Tidy team stay and help Ann and Marcia clean up after plants are transported.

ACTION ITEMS

2. Plant Salvage Team Procedures:

- * Quality control: need to have supervision and guidance how to pot. Dave suggests to keep in mind "What sells best is...". to help new volunteers.
- * When scouting, need to be selective to not take diseased plants.
- * Team leaders need to meet after all volunteers arrive at dig meet and review the operation; ask if plant doesn't look good. Also as we pot up, give suggestions to new volunteers on how to divide and how much dirt to add to pot.
- * One or two scouts should be there at the time of dig to identify plants to salvage and how much to take or leave.
- * Be sure to leave the donor's place looking like we never had been there.

3. Budget—Linda will take over that task. Need sluggo, dirt, labels, grease pencils, tarps, tubs

4. South end head scout: Linda and Sheila and Dave will scout to cover all areas to start with and look for another person to train during the season.

Days that Salvage Team Leaders are available for digs:

Linda B. —not Thurs. am

Ann—variable

Dave—any day

Sheila—not Tues am

Linda W.—any day

John—any day

Provide business cards for potential donors (Vista Print); Linda B. will check with Colleen to see if brochure will be redone; idea to take the same logos, etc. for the cards (family of promotion.)

MG rookie class: Responses were positive; stay with same format; reduce number of unique tools.

Need more labels—Sheila will pick up from HH.

John: Wrap up letter with first letter out. He will request that anyone who wants to participate on the 2017-18 Salvage team to respond which will create a more accurate list of volunteers.

Linda W. will get date from DR (maybe 10/15); provide pots and soil (was on a trailer); MG who come need to help to pot plants.



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Start digs in early Sept. — 5-8 this fall and hopefully won't have to do any in Spring.

Look for smaller tubs with lids.

August 2017 Communication Committee Report – Kim Fox, Chair

1. West Sound Home & Garden (WSHG) Advertising – Nov/Dec Ad is due September 9th. Board is asked to determine what the content should be? Tentative: 2018 Seminar Season.

****Donna Rae, please drive this discussion in my absence at the Board Meeting.

2. Shoutouts sent:

a. Labors of Love - Celebration of Appreciation - sent August 8th

b. Save the Date for 2nd Annual MG Potting Party - sent on Aug 14th

3. 2018 Communications Chair - I will not be able to serve as Chair person for The Communications committee in 2018. I will be happy to continue to do the Shoutouts and to help with the website.