



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.

August 15, 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, August 15, 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 and Kathy Hawkins. Horticulture Advisor Colleen Miko and Communications Chair Jane Dower also attended. Vice President Diana Dorsey and Director at Large Marcia Harris were unable to attend. We also have a vacant position for 1 Director at Large.

REPORTS:

Secretary's Report – Donna Rae George

Motion to approve the June 2016 and July 2016 Board meeting minutes was approved.

Treasurer's Report – Joyce Schlote

The June and July Treasurer's reports will be filed for audit.

	2016	June 30	July 31
ASSETS			
Current Assets			
Checking/Savings			
Debit Card Checking		25.00	0
PayPal Receivables		0	
Kitsap Credit Union Checking		11,531.70	10,914.38
Money Market		27,110.52	26,182.14
Savings Capital Improvement		1,000.06	1,000.07
Kitsap Credit Union CDs			
CD 01 (09/14/2020)	Emergency Fund	8,500.00	8,500.00
CD 02 (06/02/2016)	Fund Raising	5,002.97	5,000.00
CD 04 (01/09/2017)	Emergency Fund	3,500.00	3,500.00
CD 08 (01/09/2017)	Income Averaging	5,000.00	5,000.00
CD 11 (04/11/2018)	Income Averaging	5,000.00	5,000.00
CD 12 (04/11/2018)	Fund Raising	4,000.00	4,000.00
Total Kitsap Credit Union CDs		<u>31,002.97</u>	<u>31,000.00</u>
Total Checking/Savings		<u>70,670.25</u>	<u>69,131.19</u>
Total Current Assets		<u>70,670.25</u>	<u>69,131.19</u>
TOTAL ASSETS		<u>70,670.25</u>	<u>69,131.19</u>

Horticulture Report—Colleen Miko: MG Program Coordinator

Clinic: Farmer's Markets

- *Discussions w/ Bainbridge Library later this month about MG activities for 2017*
- *Clinic customer evaluation for August through end of clinic season 2017 to be distributed to different clinics this month (different colored paper for each clinic location) & including Open Class Horticulture*

Clinic Misc.

- *Confidence Class (i.e. clinic box training) July 15th and 28th—total of 20 attendees*
- *Clinic Log data entry started working on input last week of July (office/ Kingston/Port Orchard)*
- *“commonly asked questions” for 2014 and 2015 soon*

Office clinic

- *Kathy Goble is stepping back—thanks Kathy for your hard work!*
- *Creating new web-based scheduling process for 2017 (google calendar or set-up genius)*
- *looking for new clinic lead to replace Kathy starting in September—have a few MGs who have expressed interest*

Learning Gardens

- *Blueberry Park*
 - *Storage shed project underway—looking amazing!*
 - *First draft MOA update for Blueberry Park submitted mid-July; current agreement expires 2016*
 - *Kids Cultivate completed August 10th*
 - *Signage pending for 2016*
- *Anna Smith*
 - *program with Marth & Mary Kids completed 7/27*
 - *Open House September 10th 11-2*
- *Raab Youth*
 - *Mondays kids program completes today*
 - *Signage pending for 2016*
- *Heritage*
 - *Looking great for fair: New sign delivered Aug 2nd*
 - *Heritage Garden last day 2nd or 3rd week of September*
 - *New container garden & seating area honors Linda Easter*
 - *Special native plant display (John Mikesell) & fairie garden classes (Debbie Brown) during the fair—dates and times TBD*
- *Raab P Patch*
 - *Signage pending for 2016*
 - *September 17th class for gardeners*

A'Key Grant Application turned in July 1, 2016 (total grant \$1500)

- *Grant was awarded to Grant/Adams county*
- *Was asked to apply again in 2017 but secure additional funds needed to complete project prior to application*

Fair August 24-28th, 2016

- *New Sunday hours until 7pm*
- *Fair schedule/passes requested turned into fair board in June (all shifts full for Open Class Hort & Heritage)*
- *Super Sunday was August 6th 9-12 for Open Class Hort*
- *Educational displays desired for Open Class Hort*
- *Preparing all the materials and handouts in the office now*

(Hort Report continued)

Manette Edible Garden Tour August 6th

- *MG clinic in the garden of Eugene Brennan & Deborah McDaniel; 99 visitors to their garden over the course of the day*

Educational Outreach for 2016

- *Kitsap County Fair August 24-28th*
- *Fall Home Show September 30-October 2nd*
- *More events may be added as they become available—Bainbridge clinic leads want to do Johnson Farm harvest event in September*

STANDING COMMITTEE REPORTS:

Communication Committee Report – Jane Dower: Chair

- ***Constant Contact (CC):*** *Recent emails included the announcements and reminders for the July and August tours. Only tours that are open to guests are posted to the website. Tours at private homes are restricted to MGs and interns due to liability issues.*
- *CC articles in the approval loop include the June Seminar report, the latest Reflections article, and a Great Give summary.*
- ***Foundation Website:*** *Donna Rae George is our new webmaster. Tae McKinney will serve as backup.*
- ***West Sound Home & Garden magazine:*** *Kathy Goble created the Nov/Dec ad and submitted the approved final to WSHG in August. Ad topic is the 2017 Seminar season. The Jan/Feb ad is due to WSHG on November 9. Ad topic and graphic artist volunteer are TBD.*

WSHG Issue	Submission Deadline	Magazine Display Date	Subject
<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>Farmers Market Clinics and Children's classes (Goble)</i>
<i>Sep-Oct</i>	<i>√ Jul 9</i>	<i>Sep 1</i>	<i>2017 MG Training (Goble)</i>
<i>Nov-Dec</i>	<i>√ Sep 9</i>	<i>Nov 1</i>	<i>2017 Seminar Season (Goble)</i>
<i>Jan-Feb 2017</i>	<i>Nov 9</i>	<i>January 1</i>	<i>Organic Gardening Class – tentative</i>

Resource Committee – Chair Vacant

There was an opportunity to purchase Coconut Coir at a discounted rate from another Master Gardener group. The bags would have to have been picked up, stored, sold during seminars and hauled to our plant sale. After discussion and evaluation of effort vs. profit the Board decided not to move forward with this effort.

Programs Committee –as listed below

Seminars – Amy Churchill/Kathy Hawkins: Co-Chairs

- *Mark your 2017 calendars for the second Wednesday of January through June.*

Tours – Judith Richerzhagen: Chair

- June 27 – Jo Harts Garden in Poulsbo: Attended by 17 persons. Most spent time wandering Jo’s garden and asking questions
- July 29 – Eugene Brennan’s Garden: Attended by 17+ individuals. Varied examples of masterful gardening.
- August 16 - Tour of Japanese Exclusion Memorial Garden on Bainbridge Island
- September 16 – Planning is still underway for tours to Chemicum Seed Savers and the trip to Jefferson General Hospital as well as a tour of a local garden. Cost of lunch is \$6.00. Reservations for lunch must be made by Monday September 12th as there is a limit of 20 persons.
- September 20 – Building Soils with Biochars at Brothers Greenhouse at 10:00 AM. Open to all Master Gardeners and the public.

Finance Committee – Joyce Schlote: Chair

No report at this time

Nominating Committee – Marcia Harris: Chair

No report at this time

Audit Committee – Linda Wells: Chair

No report at this time

SPECIAL COMMITTEE REPORTS

2016 Great Give Committee – Sherry Kanode

MGFWS Representative Report – Sherry Kanode

The Interim President has sent out a request to all counties seeking someone to replace the current Editor for the quarterly newsletter “Seeds for Thoughts” and the Webmaster, this has been the same person for both jobs.

ADDITIONAL REPORTS

Children's Library - Kathy Hawkins

Kathy has provided a list for Anna Smith and coordinated an inventory of children's books at each both Anna Smith and Raab Park Youth Garden. The list will be archived and also forwarded to the Horticulture Director.

Whaling Days Parade – Donna Rae George –

July 30, 2016 in Silverdale was attended by 10 Master Gardeners. Thanks to Joyce Schlote for allowing us the use of her red pick-up truck. Banners were hung on each side and 2 MG's carried a parade banner in front as we walked the parade route. 4 MG's held banners for each of the Learning Gardens and others passed out seeds along the route.

Horticultural Director Strategic Planning – Colleen Miko

Colleen presented the Board with a history of her strategic goal from the time she took over the position of Horticultural Director (2011) until present day. Colleen's position also includes supervising the Rain Garden Mentor Program. Her focus was to improve the relationship between WSU and the MGFKC, re-evaluate the mission of the Master Gardener Program in Kitsap County and streamline the processes and activities. Since then, she has successfully negotiated the MOA's, consolidated budgets, improved the injury reporting process and incorporated the clinic log information into MG training. The purpose of the presentation was to share her goals and plans for the future with the current Board.

UNFINISHED BUSINESS:

- Board openings: One Director at Large position,
- Standing Committee openings: Communications Chair, Resource Development Chair, Seminars and Tours Committee Chair
- Special Committee openings: Plant Sale Chair.
- Committee positions for Publicity Coordinator, Garden Gloves Coordinator and additional plant sale team members.

- Pictures and bios of Board Directors on the website: All Board Members received a copy of their past bios to review. This will be rescheduled to accommodate the new webmaster.
- Job descriptions for all Board positions: Officers, Directors at Large and Standing Committees

- Annual Foundation event (needs a title/theme, for example, "Post Plant Sale Event") to be held after the first of next year (2017)

NEW BUSINESS:

- 2017 Strategic Planning
- 2017 Spirit Wear Sales?
- Great Give – We need to develop “our story” for next year’s event
- Registered Agent. Colleen to verify with WSU that she can be this individual for the MGFKC.

ANNOUNCEMENTS

- Reflections Articles:
September – Committee Chair openings
October – Call for 2017 Officers; Marcia Harris
November – 2017 Seminars; Kathy Hawkins
December – Outgoing Presidents Message; Sherry Kanode

Meeting was adjourned at 3:45 PM.

Next Meeting is Monday September 19, 2016

Meetings for 2016:

Meetings are held at the Home Builders Association Building

Third Monday of each month from 1-3pm

5251 Auto Center Way, Bremerton, WA

(360) 479-4210

HORTICULTURE REPORT July 11, 2016

By: Colleen Miko

Clinic—Farmer's Markets

- Bremerton market special Sunday events—Dates: July 10 Lion's Park; August 14th Kiwanis Park—both 12-4
- June 6th met Bainbridge market leads re: 2016 storage & set up solutions/ideas
- Clinic customer evaluation for August through end of clinic season 2017 to be distributed to different clinics this month (different colored paper for each clinic location)

Clinic Confidence Class (i.e. clinic box training)

- Scheduled for July 15 & 28th from 2-5 each time
- Limit of 20 MGs per session
- Clinic leads and clinic box team MGs to assist

Clinic Log data entry & Clinic Boxes

- New process with google dox w/ streamlined topics and subtopics now complete
- Will recruit team of key MGs to start by end of July w/ 2016 data
- Will be getting a team to start work on finding “commonly asked questions” for 2014 and 2015 sometime this summer

Learning Gardens

- Blueberry Park shed project scheduled for weekend of July 22-24th
- Need to re-do MOA for Blueberry Park to reflect change in administration of p patch as well as new shed; current agreement expires 2016
- Anna Smith program with Marth & Mary Kids; Wed 9:30-10:30 underway June 29-July 27th
- Raab Youth program underway Mondays 10-12 June 27-Aug 15th
- Blueberry Kids Cultivate underway Wednesday 12:30-2 July 13-August 10th

Organic Vegetable Gardening Class June 18th, 9-4

- 24 in attendance—great class!

A'Key Grant Application turned in July 1, 2016 (total grant \$1500)

- Applied for funds to film MG Training clinic orientation for all MGs to watch for Continuing Education hours.
- Decision on grant to be announced in the fall
- Hari has 3 bids from videographers: \$2660, \$4762 and \$_____
- If grant is awarded, will need to seek additional funds to make up the difference in cost for completion

Fair August 24-28th, 2016

- New Sunday hours until 7pm
- Fair schedule/passes requested turned into fair board in June
- Super Sunday cleaning and basic set up August 6th 9-12 for Open Class Hort

Statewide MG Coordinators Meeting June 16 & 17 in Ellensburg

- New clinic log sheet, MG event sheet provided—will adapt ours for 2017 to collect full range of required demographic information
- Presentation: “Developing Volunteer Leaders for MG Program Success”—shared *Who’s Who* and Clinic Lead/Garden Lead job descriptions
- 2017 MG Training online fee goes to \$75

Educational Outreach for 2016

- July 30th Whaling Days Parade 9-11
- Manette Edible Garden Tour, 10-2 August 6th
- Kitsap County Fair August 24-28th
- Fall Home Show September 30-October 2nd
- More events may be added as they become available—Bainbridge clinic leads want to do Johnson Farm harvest event in September