



## 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.*

### March 14, 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, February 8, 2016 at Home Builders Association building in Bremerton, WA.

Board members in attendance were Vice President Diana Dorsey, Secretary Donna Rae George, Treasurer Joyce Schlote and Directors-at-Large Marcia Harris and Kathy Hawkins. Horticulture Advisor Colleen also attended. Directors at Large Mary Anderson and Judith Richerzhagen were unable to attend.

#### REPORTS:

##### Secretary's Report –Donna Rae George

Motion to approve the February 2016 Board meeting minutes and the 2015 Annual Report was approved.

##### Treasurer's Report – Joyce Schlote

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

#### February 29, 2016

#### ASSETS

##### Current Assets

Checking/Savings			
Debit Card Checking			25.00
PayPal Receivables			0
Kitsap Credit Union Checking			17,577.02
Money Market			7,301.31
Savings Capital Improvement			1,000.02
Kitsap Credit Union CDs			
CD 01 (09/14/2020)	Emergency Fund		8,500.00
CD 02 (06/02/2016)	Fund Raising		5,000.00
CD 04 (01/09/2017)	Emergency Fund		3,500.00
CD 08 (01/09/2017)	Income Averaging		5,000.00
CD 11 (04/11/2018)	Income Averaging		5,000.00
CD 12 (04/11/2018)	Fund Raising		4,000.00
Total Kitsap Credit Union CDs			<u>31,000.00</u>
Total Checking/Savings			<u>56,903.35</u>
Total Current Assets			<u>56,903.35</u>
<b>TOTAL ASSETS</b>			<b><u>56,903.35</u></b>

## Horticulture Report—Colleen Miko: MG Program Coordinator

### *Clinic—Farmer's Markets*

- All boxes were restocked in time to go out March 11<sup>th</sup> clinic orientation—THANK YOU Chris Christiansen, Ruth Reinert, Marcia Harris, Aimee McWhorter-Compton; Donna Rae George!!!
- Farmer's Market season starts April 2<sup>nd</sup> Poulsbo (orientation same morning); April 9<sup>th</sup> Bainbridge (orientation potluck April 6<sup>th</sup> 6-8pm & morning of first market); April 16<sup>th</sup> Port Orchard (orientation followed by breakfast); Kingston April 30 (orientation followed by breakfast); Bremerton May 5<sup>th</sup> (orientation potluck)

### *Clinics--Office*

- Clinic log data entry in the office clinic CONTINUES—will revamp the system we use to enter data starting in April
- March 14<sup>th</sup>—first week with MG rookies scheduled
- May need to change office clinic schedule to accommodate lg. MG Training class for 2 shifts OR extend deadline for hours completion farther into October
- Donna Rae to help update office clinic materials Wed March 16<sup>th</sup>
- April—Chris Christiansen & Ruth Reinert clinic box materials/commonly asked questions revamp
- Summer—will host 2 clinic box trainings

### *Learning Gardens*

- Raab P-Patch orientation for gardeners March 19<sup>th</sup>, 10-12
- Blueberry Park submitting shed plans to City of Bremerton Parks March 24<sup>th</sup>
- First day-- Heritage March 15; Anna Smith April 6; Raab Youth April 14
- Raab Youth hosting West Sound Academy 7<sup>th</sup> graders Earth Day April 22<sup>nd</sup>—first outreach

### *Organic Gardening Winter Class 2016*

- Last class coming up: 3/26

### *MG Program 2016*

- First roster complete: 285 MGs; 50 Emeritus
- 3 MGs who don't use email
- Who's Who 2016 complete

### *MG Training 2016*

- Class starts January 29<sup>th</sup> and runs Fridays through April 15<sup>th</sup> except for two days off: February 19<sup>th</sup> and March 18.
- Class is full with 49 trainees (2015 class started with 41)
- MGFKC presentation first day of class & again on April 1<sup>st</sup> to promote & get sign-ups for plant sale & sell gloves ahead of garden work party days
- Weekly class attendance 60-73 with clinic orientation the best attended so far
- Rookie days at the gardens: April 8<sup>th</sup> and 15<sup>th</sup>

### *Educational Outreach for 2016*

- Peninsula Home & Garden Show March 18-20<sup>th</sup>
- Friends of the Manchester Library Plant Sale, April 23
- MGFKC Plant Sale May 7<sup>th</sup>
- No MGs at Bainbridge in Bloom for MGs this year
- Manette Edible Garden Tour, August 6<sup>th</sup>
- Kitsap County Fair August 24-28<sup>th</sup>
- Fall Home Show September 30-October 2<sup>nd</sup>
- More events may be added as they become available

## **STANDING COMMITTEE REPORTS:**

### **Communication Committee Report – Jane Dower: Chair**

- **Constant Contact (CC):** Hari Stone of the Extension office continues to send CC emails for the Foundation.
- **Foundation Website:** Minor updates were made including changes to the next Board Meeting and Seminar dates. The March Glass Class was added.

As of February 8, Tae McKinney is the new webmaster! Jane Dower will offer support on request.

The online Communication Request form is undergoing testing by the board and committee chairs. If approved, it will serve as the starting point for any type of Communication Request. The free version of the '123 Form Builder' app on Wix.com was used to create the form. '123' requests are auto-forwarded to the MGFKC President for approval processing. Once approved, the President forwards the request to the Communication Chair for coordination of completion.

- **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.

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

- **Newspapers/Calendars:** Amy & Kathy H. will submit approved seminar announcements to the Sound Publishing newspapers and online calendars.
- **Communication Documents:** The Communications policy including Exhibit A has been updated and is undergoing final review by the Board. A 'Communication Guidelines & Deadlines' document is also being reviewed. This is a reference document for use by all board members and Committee Chairs. It is not an attachment to any policy
- **Plant Sale:** Vickie submitted communication requests for Plant Sale advertising in magazines, newspapers, the state Foundation newsletter, Constant Contact and online calendars as well as Craigslist.

### **Resource Committee – Chair Vacant**

No report at this time.

## **Programs Committee –as listed below**

### **Seminars – Amy Churchill/Kathy Hawkins :Co-Chairs**

*Over a hundred MGs and community members attended our last seminar on March 10<sup>th</sup> presented by Marianne Binetti. Thanks to Marianne's help, our drawings raised almost three hundred dollars. To date, we have raised 809.00 dollars from our drawings and tool sharpening event. Our goal for the year is \$1130.00. We are almost there.*

### **Stealing Beauty**

*If you weren't at the March 9<sup>th</sup> seminar with Marianne Binetti, you missed a presentation filled with photos of beauty taken from her travels to gardens around the world. She then shared suggestions on how to take bits and pieces from it back to our own gardens. Marianne taught us how easy it is to steal beauty. First, simply start by noticing what impacts you. Did you notice a color that you love? Now find your own signature color and paint pots, a bench, an old door or whatever you have. Group the pots together; add plants that enhance the color of the pots, and then a chair or a bench covered with a fabric that pulls it all together. Her use of old, painted doors opened us to a new area in her garden. Nail pieces of metal that you've painted in your signature color to the door. Don't be afraid of paint, you can always repaint your mistakes. Repeat plants throughout your garden by finding several that you love. Plant them with companion plants that enhance their color. Last, don't forget to salvage and reuse materials like chards of broken pots that can be clustered in an area of your garden. Her ideas were endless!*

### **Tours – Judith Richerzhagen: Chair**

No report at this time

### **Finance Committee – Joyce Schlote: Chair**

Joyce Schlote has agreed to be the Committee Chair.

### **Nominating Committee – Marcia Harris: Chair**

No report at this time

### **Audit Committee – Linda Wells: Chair**

No report at this time

## **SPECIAL COMMITTEE REPORTS**

### **Policies Review Committee – Donna Rae George**

The review of policies continues as a result of the Bylaws revision. Seven (7) policies were reviewed and approved by the Board (Communications, Bylaws Review/Revision, Record Retention, Privacy, Board Meeting Management, Board Orientation, and Budget Creation/Maintenance) and copies distributed at the meeting. There are 3 additional Policies/Procedures (Committees, Resolution of Differences and Cash Handling) that have been revised and will be sent out to the Board for review.

### **Great Give Committee**

Consisting of Mary Anderson, Sherry Kanode, Diana Dorsey and ????. The timing of this event conflicts with the support required for our annual plant sale. We will however, make a minimal effort to make our MG's aware of this event using CC messages. We are allowed to start advertising on April 4, 2016.

## **ADDITIONAL REPORTS**

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

- *The first quarterly meeting for 2016 was held on Friday, 3/11, from 10:00 a.m. to 2:00 p.m. in Port Townsend, sponsored by Jefferson County.*
- *Yakima County is hosting the 2017 Advanced Education Conference. John Strong presented their planning progress. The conference theme is: Can You Dig It with the Flower Power of the 1960's in mind. They promise this conference to be energetic, lively, and fun. They are entertaining some very exciting tours and field trips as part of the weekend conference. At this time, it looks like the registration fee will be \$199.00. Hotels will start at approximately \$99.00/night and parking is free at all hotels in Yakima.*
- *King County is contemplating sponsoring the 2018 conference.*
- *Nicole Martini, State Master Gardener Lead, presented information as to new hires with WSU, CAHNRS (College of Agriculture, Human, and Natural Resource Sciences) and how these employees will help the Master Gardener Program in areas of LID (Low Impact Development) and water quality as well as volunteer development helping to create state-wide program consistencies. WSU Extension is developing online training for WA Tree Steward Program for Master Gardeners and landscape professionals. It will have a fee, but that has not been finalized yet. The projected start date is July 1, 2016. There will be six modules and anyone completing this training will receive a certificate. Also, in the peer review stage is a state-wide evaluation form that documents questions that come in from Farmers Market clinics. The idea is to have the Master Gardener Program use the same type of language that shows the community work performed is just as critical as other Extension programs. This will show the value the Master Gardener Program has within state counties.*
- *Linda Bailey, Associate Director of Development CAHNRS, WSU Extension and Exec. Dir. Washington State 4-H Foundation and Office of Alumni and Friends, presented: "Fund Development for Master Gardener Programs" discussing opportunities available to sustain programming at the county and state level. This is long-term fund development, such as, endowments, real estate and land legacy, and gift planning. Questions: Where to find support? How would an endowment work? Were discussed.*
- *It was decided that the MGFWS will start an endowment with WSU starting with \$5,000.00 in the first year and adding to it to meet the required minimum endowment amount of \$25,000.00 to be invested in the program. When presenting funding requests to larger corporations and foundations, the fact that the governing Board can demonstrate that the members are invested in what they believe in and that the goal is to establish long term relationships, funding sources are more apt to support successful long range planning.*
- *Many counties hold their annual plant sales during the Mother's Day weekend, Skagit County passed out fliers for their plant sale. I reported on our plant sale and seminars as well as how our change in bylaws and governing structure is positively progressing.*
- *Master Gardener Week is the third week in May, discussion followed date announcement concerning how counties can stimulate recognition. One idea is to have the County Commissioners make a proclamation supporting the Master Gardeners just as the Governor does.*
- *The MGFWS will hold a strategic planning meeting on Friday, April 1, 2016 at 10:00 a.m. in Everett.*
- *The next quarterly meeting will be held in June in Skagit County at the WSU Research Bldg. and gardens.*
- *MGFWS minutes will be submitted once received from the State Foundation Secretary.*

## **OTHER BUSINESS**

- **Project Viability Worksheet:** Generated by Colleen Miko to use as a tool to evaluate new learning gardens or existing garden performance. We have revised to title to be the "Project Viability Assessment", a copy will be provided to the Board to place in their manuals.
- **Pictures and bios of Board Directors on the website:** All Directors (except the VP) received a copy of their past bios to review. Still waiting for pictures and bio review from Mary Anderson and Judith Richerzhagen. A sample was sent to Jane Dower for review.

## **UNFINISHED BUSINESS:**

- Revise Policies and Procedures to align with adopted bylaws – 3 more to go
- Board / Chair openings: Communications( needed ASAP) and Finance (not required until October 2016)
- Board Retreat – Still in work
- Storage unit inventory update and completion date (March 2016 ?)
- 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 Great Give on May 3, 2016 update
- Annual Foundation event (needs a title/theme, for example, “Post Plant Sale Event”) to be held after the first of next year (2017)

## **ANNOUNCEMENTS**

- The next Plant Sale Committee is TBD
- Kitsap Great Give Day of Giving is Tuesday May 3, 2016.
- MG’s will staff the Manchester Friends of the Library plant sale on April 23, 2016.
- Annual Foundation Event will be held in January 2017.
- There will be no Reflections articles for April and May.
- Master Gardener Week is expected to be proclaimed by Governor Inslee for the 3<sup>rd</sup> week in May 2016. To view the 2015 proclamation click the following link:  
<http://mastergardener.wsu.edu/wp-content/uploads/2015/04/WSU-Master-Gardener-Volunteer-Week-2015.pdf>
- NOTE\* May 2016 Board meeting has been CHANGED to the THIRD MONDAY (5/16) due to the plant sale on May 7, 2016.
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Meeting was adjourned at 3:15 PM.

Next Meeting is Monday April 11, 2016

### **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  
(360) 479-4210***