

Master Gardener Foundation Kitsap County



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.

DRAFT Annual Board Meeting Minutes

Wednesday, September 19 2007

I. Call to order

Sharon Howard called to order the regular meeting of the Master Gardener Foundation of Kitsap County at 1:05 PM on Wednesday, September 19 2007, at the Eagles Nest (Training Center), Kitsap Fairgrounds, Bremerton, WA.

Board members in attendance: Sharon Howard, Vice President; Mary-Cathern Edwards, Secretary and Sandy Livermore, Treasure and Directors at Large; Ray Etheridge and Marialis Jurges. Georgene Smith was excused. Also in attendance were: Sharron Etheridge, DeLona Kent, Debra Hall, Carol Henning, Becky Croston, Ann Pyles, Kathy Morse, Sheri Kiley, Julie Rhee, Sharon Smith, Roland Malan, Judy Morgan, Wayne Tysver, Carol Harcharik, Babe Kahres, Lois Maynard, Janette Cain, Barbara Thomas, John Mikesell, Gary Gratrix and Allen McKibben.

Reports and Announcements

Change to Agenda: Sharon Howard, Vice President will direct the Meeting. The current board will preside over the entirety of the Annual Meeting. The ballots will be counted by 2 members who are not on the Nominating Committee. The new Vice President will succeed to President. The Nominating Committee will provide a nominee for the position of Vice President. Write in candidates are acceptable from the floor. The Board will vote to accept the nomination(s) of a new Vice President. The Foundation By-Laws state per Section 5.4: *"A vacancy in any Office may be filled by the vote of the remaining Directors though less than a quorum of the Board. The Officer who fills a vacancy shall serve for the unexpired term of his or her predecessor in office".*

Attendees to this meeting are encouraged to share ideas and suggestions to the Board re: improvements to the Foundation, during New Business.

Treasurer's Review: Sandy Livermore

See attached Budget report.

Audit Committee: Georgene Smith

In keeping with Vice President Sharon Howard's urging to keep the reports short and light hearted, Georgene submitted the following, as read by Sharon:

All is well and very well handled. I will make my recommendations to the new Board for their consideration as they see fit.

So to all of you, with Madam Acting President, Ms Howard's urging to have fun with our reports we submit as follows:

Ode to the Audit

On September 13th we 3 did meet.

To review and audit until complete

The records were organized for us to peruse

Our checkbook, bank statements and

reimbursement requests we did properly use

The numbers in balance Ms Livermore

We offer kudos evermore

Respectfully submitted

Georgene Smith

Julie Rhee

Sandy Livermore

Horticulture Report

Peg Tillery reported:

Additional funds will be requested for the Native Plant interpretive trail signage at Anna Smith Park for 2008-09. Thank you to John Mikesell for his knowledge and hard work on this project.

An organic gardening course, presented by Kathy Morse, Laura Pittman-Hewitt, Kim Schleis, Ann Pyles, Peg Tillery and Dave Peters will be presented as 4 separate courses October 20, 2007, January 19, February 9 and March 1 2008. It is sponsored by WSU Extension MG Program, Kitsap County Solid Waste, and Seattle Tilth.

Two more videos were produced this year regarding houseplants, in partnership with BKAT. The original BKAT video featured TR Strong, however the disk had been damaged. Recently, this very first video was "repaired", and a "Dedication to TR Strong" was included in the introduction. It is now available in the Extension video library.

The new microscope and camera have proven to be effective and accurate diagnostic tools.

Twenty five Master Gardeners have been trained to operate our new equipment.

Peg reminded all Master Gardeners to report their hours by October 1 2007. Extension needs to quantify the numbers of VOLUNTEER hours Master Gardener provide in support to the Community and Public Education. "We pay our way BIG time."

Ways and Means Committee Report: Becky Croston

The following is based on responses from committee members: Chair: Becky Croston, Sandy Livermore, Sharon Howard, Mary-Cathern Edwards, and Sheri Kiley. Comments from past minutes were also considered.

The Ways and Means Committee was filled well into the fiscal year when fundraising projects were already underway. The directive of this committee for this year is only to "evaluate each one's cost effectiveness." President Sharon Howard further asks for recommendations to pass along to the next Ways and Means Committee, and that this report be presented at the Annual Meeting Sept. 19, 2007.

Item 1: **Barnes and Nobel** gift wrapping: Income was \$316 and there were expenses for bows. This is a lot of work for volunteers and the organizers. The event requires about 108 MG hours: 3

days, 6 shifts each day, 3 MG per shift, 2 hours per shift—bringing in about \$3 per hour. There must be a better way to make some money.

Item 2: Although **Calendars** were sold, income was not itemized from these sales, but is included in Plant Sale income and perhaps miscellaneous. Ideas are being bantered about concerning what to do with those that are left. The total remaining inventory is unknown. It would be helpful to have a total. Some want the calendars destroyed; others want to have them sold as “collectors’ items,” perhaps thru an “Ebay” type outlet.

Item 3: There was no income from the **Fred Meyer Potting-Up** this past year due to an inability to conclude whether Extension, WSU, State Foundation, or Kitsap Foundation would solicit **donations** from major stores. We had to avoid “fourple dipping.” Time ran out before a conclusion was made. This should be clearly addressed for this next year, with Extension being kept in the loop.

Item 4: **Merchandise** sales were, for the purpose of this report, under the control of Extension and will be covered by Peg Tillery or Georgene Smith. All Merchandise sales should next year be back under the control of Foundation as a fundraising endeavor.

Item 5: **Plant Sale:** Our primo fundraising event. This is the heart of what we’re about: gardening and meeting and helping the public. There is always a lot of enthusiasm about participating in the plant sale, which is a truly great thing. No doubt this is a lot of work: but the profits and benefits are judged worth the effort. Income was \$12,327.00 and expenses \$1,961.00, a profit of about \$10,366.00 --an increase of about \$1800 over 2006. The expenses were \$20 lower than the previous year’s. There is no cost for location, and the large majority of the advertising was free. Profits keep growing, and are expected to grow again, due to such great team effort. A concerted effort was made to invest wisely in signage for the future, and justify every cost. Some of the multiple suggestions from last year’s committee for next year’s committee are listed in a separate report which will be read at the Annual Meeting, with more suggestions passed on in the Chair’s binder.

Item 6: **Raffles** were not conducted during programs this past fiscal year. There will be raffles at the annual Foundation party and a silent auction at the annual Master Gardener’s banquet. Members seem to like the raffles, and Peg has a big supply of tickets, so there is virtually no expense.

Item 7: **Speaker Series:** Income (reported Sept. 2, 2007) was \$1665.00, expenses \$2,299.00, leaving a loss of \$634.00. Room rental alone cost \$1250.00. All advertising and promotions cost. The small, dedicated committee, especially DeLona Kent, works very hard on the Series, but it is difficult to get volunteers who want to be on the committee. More garden centers had more speakers this past year with lots more publicity, and more of the public is garnering information off the Web. It was suggested a one-year hiatus be taken, with reconsideration in the fall of 2008.

Overall comments: 1. Remember: the fiscal year ends Dec. 31st, so more bills will be paid out, adding to the expenses of the Foundation.

2. The Foundation’s income from the year, (to Sept. 1) (including interest earned of \$767.00,) was reported as \$ 18,210.00. Some income will come in later from the raffle and silent auction.

3. Expenses to Sept. 1 were reported as: \$1,920.00 for Anna Smith Shelter, \$11,556.00 for Program expenses, and \$7,423.00 for other expenses. Total reported expenses were \$20,899.00

4. The difference was an income shortfall of \$2,689.00. These additional dollars essentially come from the Foundation banking accounts totaling \$38,943.00. The committee finds this shortfall to be acceptable and of no concern at this point. Several expenditures were for long-range benefits, such as buildings and diagnostic equipment.

5. Next Year’s Ways and Means Committee needs to be aware that each fundraiser needs to be managed by a team who understands their function is to plan, organize, carry out, and report back to the board on the results and how to improve for the next year. The W&M committee can be the overall team that maximizes the efficiency of our fundraising efforts. It would be the team that would provide the common services that all fundraising projects need (e.g. advertising, promotions, press releases, ways to capture volunteer hours, ways to reward the volunteers, formats for reporting to the board, etc.) The board President should be on this important

committee, but bylaws state that they cannot be Chair of the W & M committee. Each fundraising project Chair should be part of the Ways and Means Committee, with the Chair of W&M reporting monthly to the board. The bylaws were set up to get more responsibility away from the board and into the membership.

7. In conclusion, all of our efforts are chaired and staffed by volunteers. These are folks who don't have to do this task, and have taken it on out of the goodness of their hearts. Some committees never fill their teams with every "expert" needed and they get the job done in spite of that. If it seems that the same names keep coming up on committees again and again, well, that phenomenon is normal in group statistics. Every year we garner a couple of "newbies" who stand out, jump in, and offer us refreshing input and invigorate our enthusiasm and help us accomplish our goal:

"...to enhance and supplement the effort of the WSU Master Gardener Program and thereby provide education and information to the citizens of Kitsap County."

Plant Sale Committee Report: Becky Croston

A big thanks goes out to the 2007 Plant Sale committee:

Chair: Becky Croston. Valuable members: Georgene Smith, T.R. Strong, Gary Gratrix, Al McKibben, Wayne Tysver, Sandy Livermore, Pam Warner, Sheri Kiley.

As Chair, I would like to thank all of our Master Gardener volunteers for all their hard work both before and during the sale.

In addition we can thank our non-Master Gardeners: Our Support Staff in Extension, Steve Johnson of Cooleen Gardens Nursery for his donations of hundreds of hosta, Dave Halsaver of Foxglove Greenhouses for his greenhouse space for vegetables and fuchsia, Jim Trainer of Treez, Inc., for his donation of trees, Ann Pyles for her donation of sedums and tomatoes, Ann Burkhard for her flats of herbs, T.R.'s neighbors Fred and Marlene Abrahamson for their native plants, Lowes employees: Deb Deherrerra and Doyle Millegard for scrap wood for 23 bee houses, Scott Elkins of Coca Cola for boxes, Chris Smith for his promotions in his columns, and Peg Tillery and WestSound Home and Gardens for their promotions.

Our sale brought in \$1,800.00 more than 2006. The line-item net for 2006 was \$8,547.39 and for 2007: about 10,360.00, not counting most of the clothing items, which were sold via "Extension."

Comments and suggestions from the committee:

1. Fuchsia baskets and pots brought in 22% of total income, and although they require a lot of work and care from a small group of members, it is agreed that they are well worth the effort. Our thanks go especially to Shari Kiley and Georgene Smith for their attention when aphids attacked and the baskets fell.
2. Husbands of Master Gardeners need a special "Thanks!" for their contributions.
3. Different this year: Hundreds of hosta, hundreds of tomatoes (and a large variety too,) more fuchsia, more gloves, more native plants, sedums in the hypertufa pots, and T.R.'s driftwood.
4. Additions this year that worked: white plastic tablecloths on front tables to brighten the entrance. Refurbished Banner overhead which was a fantastic eye-catcher and color-spot—expense donated by Sharon Howard. When they finally arrived (3:30...) we had more tables than last year. A-Boards re-painted by Wayne Tysver, covered with laminated signage by Rhiannon Fernandez. Three new A-boards built by Dave Reckner. Gary Gratrix posted informational signs on tomato varieties. Paying 50 cents each for Foxglove to grow tomato starts selling for \$2 each was well worth the investment, both in profit and customer satisfaction.
5. Notable items: Wayne Tysver made 28 bee houses and sold 24 at \$8 each. Dana Coggon was pleased to only have to toss out a few Butterfly Bush as Noxious Weeds. Several members are nurturing 140 of the donated hosta plants for next year which were immature, and way over what we could sell this year.
6. Recommendations: Two styles of gloves, a variety other veggies, and small pots of plants for Allen McKibben to hand out to the children. We could use: Bat houses from someone, cement leaves from the upcoming seminar, sedum wreaths from the upcoming seminar, annuals: perhaps geraniums. We could have sold more hemlocks.

7. Suggestions: group tomatoes by variety on the tables with signage. Get the word out to the membership that we need volunteers "north, central, and south," who can either dig and divide plants in their areas, or transport plants to the sale. Starting up the Newsletter again should get the word out more efficiently to more members on how they can contribute. If we could find the second Calendar Banner and have it re-done just like the other one, we could use it in front of the building to draw customers to the correct location.
8. Committee meetings: start again in December and have monthly meetings through April. The May meeting should be one week prior to the sale.
9. Sale dates/times for 2008: (Set up) Thursday, May 8: 9-3. Sale days: Friday, May 9: 9-5. Saturday, May 10: 9-2.
10. Recommendation: the board should consider appointing both a Chair and an assistant, with the assistant knowing they would take over as Chair for 2009.

Logo and Apparel Report: Barbara Thomas

This was my first year chairing the garden apparel (WSU Logo gear). We sold Cotton Tees, WSU logo hats, aprons and denim shirts. With Logo Items only sold to Master Gardeners. Our success was in part to the many volunteers that help me.

We will introduce Fleece Vests as Special Order Items with color choices.

The Venues this year were the training of 2007 Master Gardeners, Annual Plant Sale, Master Gardener Conference, and Kitsap County Fair as well as Extension office.

We purchased all merchandise from EmbroidMe in Port Orchard. I will continue purchasing this next years inventory from Colleen Glance, (owner) she has been wonderful to work with and has always met dead lines of merchandise.

To date our remaining inventory is 47 cotton tee shirts, @ 15.00 ea. 14 Aprons @ 25.00 ea. and 8 Hats @ \$20.00ea.

Remaining revenue from future sales of these Items is \$1215.00

To date we have inflows of \$2296.00 and outflows of \$1920.19. Overall total of \$375.81 plus the future sales will be \$1590.81. See enclosed Merchandise 2007 form from Sandy Livermore.

This years starting will be with the 2008 training of Master Gardeners. We will continue selling at same venues as 2007.

Communications Committee Report: Jane Bedinger

During the 2006-2007 year, the Communications Committee maintained the website at www.kitsapgardens.org and provided email communications to the members.

In the last 12 months, just over 30 emails were sent. Members receive agendas and reminders in advance of meetings and copies of the minutes. Minutes are also posted to the website. The emails also publicized the many seminars and field trips we've enjoyed.

We've also created posters for the Speaker Series and have created and run ads in the West

Newsletter Committee Report: Gary Gratrix

The Master Gardener Foundation newsletter restarted publication with the August- September 2007 issue. We printed and distributed 250 copies to both Foundation members and just plain Master Gardeners as well.

The October- November issue is ready to publish following the results of today's meeting. I'm waiting for the election results. This printing of 100 copies will go to Foundation members only. It will be printed on 11x17 stock and have four pages in color and eight in black and white. It will be folded to eliminate the use of staples. The use of staples added 17 cents to the mailing cost of the last issue due to the need for hand canceling. The color pages will highlight a tribute

to RE Strong written by Donna Hamilton, and allow for color photos of seminars and field trips. I expect it will be mailed by the end of next week.
Thanks to all those who submitted timely and interesting articles and photographs for this issue. It makes my job a lot easier.

Membership Committee

Ray Etheredge noted a need for additional members for the Membership Committee. The Committee contacted 2006 members via phone and invited them to renew their memberships.

It was noted that if a membership fee is to be executed, we need to provide incentives to members and participating corporate members (e.g. Garden centers could provide a MGF member discount). Logo items, such as window/car decals or license plate holders may be a consideration for member benefits.

Discussion progressed to request membership forms be included in the Newsletter. It is thought that a 2008 mailing to all 2007 members, including on-line registration capabilities, may increase membership awareness. It was suggested membership forms need to be available in all the Clinic boxes, as well. Peg Tillery indicated membership information could be included her newspaper articles. She offered to contact other local garden writers to include membership information in their columns, as well.

Ray suggested we establish geographical region representatives to contact potential members (e.g. South, North and Central Kitsap)

Programs and Publicity Committees Marialis Jurges\

Jan 17	Gardening Safety: Body mechanics and tools with Jane Bedinger and Marialis Jurges
April 18	Susan Bower Herb demo and instruction for 3rd Wed
April 27	Tour of John Mikesell AM--TR Strong PM--Side trip to Doreen Tetrault
May 16	Garden Art with Al McKibben (Copper) and TR Strong (Driftwood)
June 1	Grass ID class with Ralph Rodgers at Buck Lake
June 2	Mesogeo Nursery tour
June 7,8,9	State MGF Conference, Port Townsend
June 22	Laura Pitman-Hewitt garden tour brown bag lunch
June 23	TR Strong Growing Grapes and Wine Tasting Party
July 20	Dragonfly Farm Nursery tour with Heidi Kaster
July 21	Photography Workshop
Aug 15	Tour of the Ed Hume Children's Garden with Ed Hume himself/Tour of the Pierce Co MG Children's Garden both in Puyallup
Aug 19	Sharon Howard's leaf casting workshop
Sept 8	Ann O'Brian Master Food Preserver featuring Food Dehydration touching on Jams and Jellies
Sep 28	Pheasant Fields Farm is scheduled with Nikki Johansen. Please refer to the MGF website for more information.
Oct 17	Succulent Wreath Making with Ann Pyles

Nominating Committee: Delona Kent

Thank you to Committee members for finding candidates, mailing ballots and executing the 2007-08 election. As announced earlier, the candidate elected to vice president will immediately assume the office of President.

Results of the September 19 2007 election:

Members at Large: **Ray Etheredge, Roland Malan, and John Mikesell.**

Treasurer: **Sandy Livermore**

Secretary: **Mary-Cathern Edwards**

President: **Becky Croston** won the election for vice president and immediately succeeded to the office of President.

Vice President: **Marialis Jorges**

The Nominating Committee/Delona Kent provided the name of Marialis Jorges as nominee for the position of Vice President. Sandy Livermore made the motion to accept the nomination and Ray Etheredge seconded the motion to accept. The Board voted unanimously to accept Marialis Jorges as the new Vice President. The Foundation By-Laws state per Section 5.4:

"A vacancy in any Office may be filled by the vote of the remaining Directors though less than a quorum of the Board. The Officer who fills a vacancy shall serve for the unexpired term of his or her predecessor in office".

Per the bylaws, Becky will serve as president for 2007-08.

Marialis will serve as president for 2008-2009.

New Business: Improvements Anyone?

Members were polled for suggestions and improvements for 2008-09:

Sell "artwork" return address labels as a fundraiser – Judy Morgan

Provide window decals for corporate members – Sharron Etheredge

Request merchandise or plants (benefits) from Merchant prior to Fuschia Planting Sale (suggest Feb or March – Sale in first weekend in April)- Deb Hall

The meeting was adjourned at 2:40 PM by Vice President Sharon Howard.

Members were able to watch a memorial video of TR.

We all enjoyed our Plant and Etcetera Raffle (Everyone was given one ticket as an attendance reward...and additional tickets were given for every item a member brought. Fair, Equitable and a lot of Fun!! And of course the food was great. Thanks to all who shared and participated.

Sharon Howard adjourned the meeting at 2:40 PM

Minutes submitted by **Mary-Cathern Edwards**, Secretary.