



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.

September 15, 2010 Annual Meeting Minutes

CALL TO ORDER

President, Becky Croston called the Annual Master Gardener Foundation Kitsap County (MGFKC) meeting to order at 1:05 PM on Wednesday, September 15, 2010 at the Eagles Nest, Kitsap County Fairgrounds in Bremerton, WA.

Board members in attendance were: Becky Croston, President, Roland Malan, Vice President, Fred Abrahamson, Treasurer, Arlene West, Secretary, and Directors at Large Mary-Cathern Edwards and Jim Rodman. Director at Large Martha Alexander was unable to attend.

Advisor, Peg Tillery, Horticulture Coordinator, WSU Kitsap County Cooperative Extension was unable to attend.

Twenty-five MGFKC members were in attendance.

President Becky Croston welcomed the guests to the meeting.

REPORTS AND ANNOUNCEMENTS

Secretary's Report - Arlene West

The minutes from the Annual meeting of September 2009 were accepted as written.

Treasurer's Report – Fred Abrahamson

Through 8/31/2010:

- 1. The checking balance \$749.81*
- 2. The savings balance is \$500.57*
- 3. The Money Market balance at Kitsap Credit Union is \$12,026.23*
- 4. The combined CD balance is \$33,317.17*
- 5. Our overall cash resource is \$46,593.78*

Breakdown of CD's

Kitsap Bank (136) 9/14/10 = \$8,230.43

Kitsap Credit Union (70) 2/12/12 \$5,041.72 1.8% interest

Kitsap Credit Union (71) 4/7/11 \$10,034.82 1.3% interest

Kitsap Credit Union (72) 7/6/13 \$10,010.20 1.5% interest

Budget vs. Actual 8/31/2010 for Calendar year 2010

Through August, we have an income of \$16,407.74 and expense of \$11,066.33 for a positive \$5,341.41.

The Treasurers Report was accepted as written.

Discussion: CD #136 matured on September 14, 2010 for the amount of \$8,253.22. It is the last MGFKC CD purchased through Kitsap Bank. All MGFKC banking is now being done at the Kitsap Credit Union where interest rates are higher and the Money Market account bears interest. Fred recommended that the CD proceeds be reinvested by purchasing an \$8000 5 year CD (1.95% interest) and depositing \$253.22 in the Money Market account. A motion to accept the recommendation was seconded and approved.

Election Results - Nominating Committee Report - Submitted by Jim Rodman

Committee members: Judith Martin, Chair; Monica Goldsberry; Julie Rhee; ex officio, Jim Rodman

The committee formed in June per the Bylaws to select a slate for Board elections, which at that time required three positions. A fourth position opened later in the summer upon the announced resignation of the Vice President. Candidates for the Committee and for Board election had been solicited at earlier Board meetings and through a general request for volunteers issued through the Constant Contact system in April (in the absence of a newsletter). Special efforts were made to contact former Nominating Committee members, particularly those from Bainbridge Island and North and South Kitsap, to solicit names of candidates in order to balance representation from Central Kitsap.

After meetings at gardens and clinics and on field trips, and numerous telephone and e-mail communications, the committee established a slate of candidates that was presented at the July Board meeting. Further nominations as well as comments about the ballot were solicited; no additional candidates came forward. The Board approved buying stamps for all the return-ballot envelopes in order to encourage member voting.

At the August Board meeting the ballot materials were approved, and following the meeting all ballot materials were stuffed into envelopes by volunteers Martha Alexander, Donna Hamilton, Julie Rhee, Jim Rodman, and Arlene West, and mailed later that day by Arlene.

At the Annual Meeting on September 15 the ballots were tallied by Committee member Julie Rhee and Secretary Arlene West, including all ballots received in the mail by that day. Seventy-four ballots were received (far exceeding the required quorum of 20%) and the results were: President, Mary-Cathern Edwards; Vice-President, Judith Martin; Secretary, Jane Dower; and Director-at-Large, Monica Goldsberry.

Calendar Committee Report - Presented by Becky Croston for Cat Ross

MGF members...

Hope you are enjoying the sexy September "Mowing...not me..." image this month and looking forward to our hubba hubba October boys coming up soon. Not sure about how you have all felt but with each flip of another month flying by through 2010 but fun-filled memories have just flooded over me when I've gazed at each new month's image.

I want to mention the one thing I believe both calendars continue to do very successfully and that is PR throughout the community. That over profit was the biggest thing I personally think the 2010 calendar fundraiser did for the MGF and the MG Program. You can't buy PR like the calendars offer. Anyone thinking about a 2016 then and now gardening retrospective?

Thanks goes to the multitude of MG's that worked on the project from conception, modeling to promotion and hawking sales; each and every one of you that bought a few and sent them around the world as well. And to those of you still promoting and selling either the 2006 or 2010 calendar as the opportunities arise all I can say is "long live the fun & laughter the calendars bring into everyone's life". Be sure if they ever do a Ciscoe roast that the calendar is there!

I hope you all have calendar stories to share today (Mary-Cathern and Marialis please do share) and for many years to come.

It was an event to be remembered from the meetings and involvement with Winifred Whitfield, Dee Coppola and Ciscoe Morris as well as participation of the crew of the 2006 calendar to the gala so expertly created by Arlene West and her team, to the sanity checks of the entire team (but mostly me) by Donna Hamilton. Becky Croston and Roland Malan each of you brought a passion to keep the project steadily moving forward. Sharon Smith you did so much and gave your knee in the process but kept going strong. One of the best teams I've ever worked along side. And lest you not forget how freed up your email boxes are now that I'm not writing you 19 hours of each and every day.

Thanks is a must as well to all the MGF board members past and current that dealt with the decision making plus all the pros and cons along the way. To those that had the courage to think outside the box as some daunting events arose undying gratitude is yours.

*To the future... may the MGF always have FUN as one of the basics ingredients in any project it takes on. It is with humble gratitude that I thank you for the experience, the adventure, the fun and the memories. I wish you all continued success in your **FUN**-d-raising ventures. - Cat Ross*

Plant Salvage Report - Presented by Anne Haines

Goal 500 plants- 7 people on the team initially , 13 separate digs, 12 locations. Also transferred plants donated by Kingston garden Club. Total plants made available for the Plant sale, was approximately 1,000. We lost approximately 20 due to poor potting conditions, too small of a pot, and or not enough rooting in time prior to the sale. Goals for next year are to maintain numbers donated and available, to improve the quality of

the native plants (pot some up in the fall), keep better records of who attended, and have a list of who is on the team, and to use the Constant Contact system with the foundation. We also want to respectfully build and continue all relations with our current resources; Anna Smith Park, Raab Park, Peg Tillery and the Norm Dicks space, and Cooleens Gardens. We welcome ideas for improvement, and love learning, and feel that constant reflective changes are necessary and keep us vital in the community and as gardeners. We are happy to announce Ann Haines, and Marcia Pauley will be joining our administrative team. We had approximately 18 people on the Salvage Team. We are asking people to re-commit to this for next year, so we have an active Salvage List. We are also asking that if you are on this team to participate and do 1 dig per year. If for some reason there are health limitations which you feel might prevent you from bending and lifting, etc, we have sitting and labeling jobs that are widely available. Thanks very much, happy gardening to all. - Chrissy and Christina

WSU Extension Master Gardener Program - Peg Tillery

Peg could not be present, but Arno Bergstrom, Director, Environmental Forestry and Agriculture, WSU Kitsap County Cooperative Extension presented potted plants to the Board on her behalf, and thanked them and all the committee chairs and committee members for the wonderful support they provide to the Master Gardener program.

Arno briefly discussed the financial challenges that the program is facing this year. Budget cuts of 7 to 9% are anticipated. Budget meetings can be watched on Bremerton Community Access TV (BCAT) September 29-Oct 1. Arno noted that certain monies that are due to the program this fiscal year will offset some of the anticipated losses.

Barnes and Noble Gift Wrap Committee - Heidi Hettinger

Heidi could not be present but was thanked profusely for her efforts. Judy Morgan will take over for the coming year!

Foundation Speaker Series Committee - Ray and Sharron Etheredge

Ray and Sharron are stepping down as chairs of the committee after coordinating yet another wonderful Speaker season. MJ Tyler assisted with the Speaker Series. Sharron has offered to provide ideas and tips to the new committee chair. Our speakers this year were all Master Gardeners. What a wealth of knowledge and talent! Sharron presented each speaker with a thank-you gift.

February: **Gardening For Food , Not Just For Fun and Flowers**, Mary-Cathern Edwards and a Food Bank representative
March: **The Latest in Mason Bee Keeping - New Housing and New Organic Treatment for Mites**, Mike Shannon & Jean Williams, Peninsula Fruit Club
April: **Propagating with M.J. and Ray**, M.J.Tyler and Ray Etheredge
May: **Herbs: Recipes for Culinary and Household Uses**, Sally Tysver
June: **Holy Cow...Hot Hostas**, Carol Reese
July: **Salvias in your Garden: Long Bloom and Hummingbird Magnets**, Kay Kaufman

Garden Tours Committee Report - Marialis Jurges and Joyia Rubens

MASTER GARDENER FIELD TRIPS 2010

Friday, April 23—South Kitsap

Olalla Valley Winery—Joe and Konnie Serka, 13176 Olalla Valley Rd

Tour of grape growing, gardens, wine cellar, and tasting room.....

Attendance: 12

Friday, May 21—South Kitsap

1) Pat Steele's, Master Gardener. 7969 SE Stormy Lane, Port Orchard

Pat and her husband, Larry, have designed and installed water features and garden spaces in a natural setting, over the last 15 years.

2) DJ Jacobsen, Master Gardener, and owner of design business, Garden Secrets.

2715 Virginia Ave E, Port Orchard

DJ has a "secret garden" in the woods, tapestry ground covers and plantings around iron gazebo, built by her husband. Also goats and chickens.....

Attendance: 16

Friday, June 18—Indianola, North Kitsap

1) Jeanne Simmons, past Master Gardener. 7211 NE Beach Ave

Jeanne's home has been on the Indianola Garden Tour; also featured in Westsound Home and Garden. A bayside cottage garden, full of perennials, shrubs and trees, spilling over to the lot across the street.....

2) To Fay Linger's, 8849 NE Shore Dr for lunch on her deck.

then to Tory Galloway's, 20805 Indianola Rd.

Tory has Degree in Horticulture, past owner of Piriformis Nursery. Taught us her drought tolerant methods in her Mediterranean style garden.

Attendance: 17-23

Friday, July 23—Gig Harbor

1) Home of Sue Goetz, The Creative Gardener, 4008 81st Ct NW, Gig Harbor

Sue is a speaker, consultant, writer, and designer in the Northwest Flower and Garden Show. Featuring lavender, vegetables, and chickens....

2) Rosedale Gardens Nursery, 7311 Rosedale St NW, Gig Harbor

A great destination nursery that many of us hadn't been to

Yang's Nursery, 14903 Peacock Hill Ave NW, Gig Harbor

400 varieties of beautiful Japanese maples & Unusual plants

Attendance: 20

Committee: Joyia Rubens, Marialis Jurges, Val Martinson, Debra Ady, Sally Loree

Membership Committee - Mary-Cathern Edwards

Mary-Cathern reported that a glitch in the Constant Contact system is undergoing troubleshooting. Some non-Foundation members are receiving Foundation email. She also reported that under the new membership policy 'once a member always a member' unless a member requests removal. Membership cards will no longer bear expiration dates.

Plant Sale Committee Report - Becky Croston

As Chair, I would like to thank all of our Master Gardener volunteers for all their hard work both before and during the sale this past May of 2010. The majority of our 250 members contributed something to our sale, even food! and I regret that I cannot gift them the Moon. So many members delivered mega-amounts of plants: such as Laura Pittman Hewitt, Sharon Howard and Gary Gratrix with Tomatoes. 127-plus volunteers

Plant Sale Report continued...

worked 706-plus hours at the sale itself. Kim Schleis's interns tended veggies at Foxglove which helped immensely.

In addition we can thank our non-Master Gardeners: Our Support Staff in Extension, Steve Johnson of Cooleen Gardens Nursery for his mentoring and donations of plants, Dave Halsaver of Foxglove Greenhouses for his greenhouse space for vegetables, Scott and Debbie Elkins for boxes, the Bainbridge Island Forestry Commission for trees, Chris Smith for his promotions in his columns, and Peg Tillery and WestSound Home and Gardens for their promotions.

I especially want to thank my dedicated committee members: Gary Gratrix, Georgie Pulliam, Sheri Kiley, Sandy Livermore, Christina Nelson, and Chrissy Petoff.

To summarize the results, we will probably clear about \$10,000.00 by December of this year as more inventory is sold.

We have plants on hold at Anna Smith which are being tended by faithful gardeners there. The Salvage Team is still working on gathering plants—even this fall. Last year they gathered over 1,000 pots of plants---Wow. Becky is tending to about 120 held-over Hosta and storing about 100 pairs of gloves.

Plans are already in the works for the sale for May of 2011. We have a new Chair, Kathy Hawkins, who will coordinate a team to sell fresh flower arrangements – something we have wanted to start for years. Thanks to negotiations with Parks, we are getting the use of the Van Zee building for free this year, saving almost \$600.

Our committee members for 2011 who have signed in blood:

Chair/Hosta: Becky Croston

Gary Gratrix: tomatoes/veggies

Sheri Kiley: Foxglove Coordinator/ gloves

Georgie Pulliam: volunteers

Sandy Livermore: publicity

Chrissy Petoff/ Christina Nelson: Salvage Team

Kathy Hawkins: fresh flower sales

Donna Hamilton: raffles

My thanks to one and all for a fun and successful Sale: Becky Croston

State Foundation Representative - Roland Malan

Roland presented a brief history of the State Master Gardener Foundation and reported that the draft of the Strategic Operating Plan is ready for review.

State Foundation Raffle Support - Submitted by Martha Alexander and Jim Rodman, Directors-at-Large, ad hoc committee for the raffle

The Board wishes to thank the following Kitsap County Master Gardeners and friends for their generous donation of creative items for the conference raffle of the Master Gardener State Foundation meeting in Vancouver this year. Raffle proceeds benefit State Foundation activities including scholarships in the field of horticultural science. We thank: Fred Abrahamson / Dee Coppola / Ingrid Harper / Carol Johnson / Patricia Lahoe / John Mikesell / Joyia Rubens / Jim Trainer.

Audit Report for 2009 Calendar Year - Presented by Jane Dower

The annual verification of financial records of the Master Gardener Foundation of Kitsap County (MGFKC) was conducted at the Washington State University Extension Office on August 13, with Donna Hamilton, Monica Goldsberry, Jane Dower, Martha Alexander (MGFKC Board member), and Fred Abrahamson, (MGFKC Treasurer) in attendance. Sandy Livermore (Treasurer for January 1 - September 30, 2009) was not present. The Foundation Board requested that the audit be conducted for the calendar year 2009, to coincide with our IRS reporting period. (Previously the audit covered approximately one year but ended two months prior to the annual meeting. This time period did not coincide with our IRS reporting year.)

The financial records for 2009 were examined, with few discrepancies noted. Documentation of reimbursement requests was not always as complete as the audit committee would have liked. Also the audit trail for special sales/fund-raising events was not clearly documented and changes to that process need to be instituted to protect our wonderful group of volunteers.

After examining the MGFKC financial documents for 2009, it is recommended that the following actions be instituted, keeping in mind that financial transactions which occurred in 2010 prior to adoption of these recommendations will not be measured against these recommendations:

- 1. The proper mechanism for submitting and approving requests for reimbursement be reiterated to the entire MGFKC membership, especially regarding approval for reimbursement.*
- 2. When no receipt for reimbursement is provided with a Reimbursement Request, written documentation/explanation must be attached to the Reimbursement Request prior to presentation to the Treasurer for reimbursement. In such cases if the dollar amount exceeds \$50, then two (2) approval signatures must be obtained with at least one signature being a MGFKC Foundation Board member (excluding the Treasurer.)*
- 3. Change (currency and coins) for special sales/fund-raising events must be drawn from the savings account or money market account (not the checking account). When the*

event is concluded, the change must be re-deposited into the respective account, with clear documentation of withdrawal and re-deposit being kept.

4. Prior to the next sales/fund-raising events, the Board should develop written procedures for cash-handling and depositing of proceeds from such event.

5. The Treasurer should provide a quarterly back-up of computerized financial records to the Board Secretary for safe-keeping.

6. In the "Policy for Committees" the section on Audit Committee should be changed to reflect the new audit period (calendar year). The sentence, "The Audit Committee shall begin its examination of the Treasurer's accounts two months prior to the annual membership meeting." should be changed to read "The Audit Committee shall begin its examination of the Treasurer's accounts in April or May, after the MGFKC's income tax reports have been filed."

Respectfully submitted,

Jane Dower

MGFKC Audit Committee, Chair

OTHER

Thanks given for jobs well-done! Becky Croston, outgoing President, and Arlene West, outgoing Secretary, presented gifts and cards to the Board and committee chairs.

Mary-Cathern Edwards, Director at Large, thanked our many wonderful committee chairs and praised Becky Croston for her work. She noted that Becky's efforts allowed the MGFKC to use the Eagle's Nest rent-free for meetings and seminars and the Van Zee building at the Fairgrounds for the Plant Sale at no cost. The Parks department waived the fees when made aware of the number of volunteer hours spent by our Master Gardeners in county Parks.

Roland Malan presented flowers to our outgoing President, Becky Croston.

Plant Sale Budget Comments: Our Treasurer, Fred Abrahamson, noted that more financial support should probably be included in the budget for the Plant Sale. He also noted that the potting soil used by the Salvage Team should be documented as a Plant Sale expense rather than an Anna Smith Garden expense.

Fund Raiser Gala Meeting: Arlene West announced that the planning meeting for the next Gala will be held on September 20th at 1:00 PM at the Fire Station on Old Military Road.

The Meeting was adjourned at 2:30 PM. Attendees enjoyed a potluck lunch and gift exchange.