



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.

May 16, 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, May 16, 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 Marcia Harris and Kathy Hawkins. Vice President Diana Dorsey, Horticulture Advisor Colleen Miko, and Director at Large Mary Anderson 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 April 2016 Board meeting minutes was postponed.

Treasurer's Report – Joyce Schlote

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

April 31, 2016

ASSETS

Current Assets

Checking/Savings			
Debit Card Checking			167.43
PayPal Receivables			0
Kitsap Credit Union Checking			14,687.52
Money Market			8,292.85
Savings Capital Improvement			1,000.04
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>55,147.84</u>
Total Current Assets			<u>55,147.84</u>
TOTAL ASSETS			<u>55,147.84</u>

Horticulture Report—Colleen Miko: MG Program Coordinator

MG Week May 23-29, 2016

- *I will be presenting to the County Commissioners and asking them to proclaim it also Kitsap MG week; May 23rd at 5:30pm*
- *County Commissioners Chambers in Port Orchard*
- *Looking for MGs who would like to come along!*
- *Jay Inslee signed statewide proclamation May 2nd*

Clinic—Farmer's Markets

- *Kingston April 30 orientation cancelled last minute day before; Market not starting until May 7th but we were not informed*
- *All market clinics now underway*
- *Bremerton market looking at 3 special Sunday events at other parks in area—hoping to have MG booths on those days (we didn't have enough shifts for Thursday market to give certified MGs 3 shifts each)*

Clinics--Office

- *Diamond Parking has changed “diamond dollars”, we are now paying \$3.50 for a full day pass for each volunteer, as opposed to paying by the hour (we used to pay \$5 worth of tickets for full day)*
- *Clinic log data entry meeting for new system scheduled May 19th, 2-4pm*
- *Chris Christiansen & Ruth Reinert clinic box materials revamp suggestions meeting May 17th*
- *Will be getting a team to start work on finding “commonly asked questions” for 2014 and 2015 sometime in early June*
- *Office clinic volunteer schedule finalized in April—complicated this year*

Learning Gardens

- *Blueberry Park received approved shed drawings & materials list from City of Bremerton Parks 5/5/16—have a “donation packet” drafted to start requesting donations of materials from lumber yards & box stores*
- *Re-doing MOA for Blueberry Park to reflect change in administration of p patch as well as new shed; current agreement expires 2016*
- *All summer classes on WSU website calendar now except Anna Smith-kids classes there are for Martha & Mary kids and not publicized to general public and Heritage Garden classes still need schedule*

Organic Vegetable Gardening Class June 18th, 9-4

- *“All Season Growing” class with afternoon session at Blueberry Park*
- *Instructors: Gayle Larson, Mike Lasnier, Tami Smith, Robbin Small*
- *Registration is open online and fliers are being distributed to MG clinics*

MG Training 2016

- *Classroom sessions completed, quizzes & finals completed*
- *All instructors have received thank you cards & class evaluation results*

Manchester State Park Native Plant Garden/Stewardship Site 4/30-5/1

- *Educational MG booth for Native Plant Appreciation Week--25 total attendance—good participation of MGs in event—more are learning the site*

MG of the Year Nomination/Presidential Awards

- Normally awarded statewide advanced conference—not occurring this year; waiting for information on how awards will be given this year to determine when I will announce locally
- Nomination for Kitsap MG of the year at statewide level: Laura Pittman-Hewitt (different from our awards locally for MG of the year, which is awarded to 2 MGs each year—announced at graduation)
- Kitsap has one Presidential Service Award turned in for 2015 for 500+ hours of service: Sherry Kanode. Congratulations and Thank you to Sherry!

A'Key Grant Application due July 1, 2016

- Considering applying for funds to film MG Training clinic orientation for all MGs to watch for Continuing Education hours.
- Right now if rookie MGs miss this training they are so behind in knowing the guidelines and we don't have a good way for them to get caught up if they miss the day.

Educational Outreach for 2016

- Not participating in Ecofest this year
- No MGs at Bainbridge in Bloom for MGs this year
- Manette Edible Garden Tour, August 6th
- Kitsap County Fair August 24-28th
- Fall Home Show September 30-October 2nd
- More events may be added as they become available

MASTER GARDENER PROGRAM QUARTERLY DONATION REPORT
January- March 2016

<i>Clinic Expenses</i>	
<i>Awnings \$160 (\$60.69 remains)</i>	<ul style="list-style-type: none"> • <i>Port Orchard clinic canopy cover \$99.31</i>
<i>Office Clinic Parking \$900 (\$745)</i>	<ul style="list-style-type: none"> • <i>“Diamond dollars” \$155</i>
<i>Handouts & Supplies \$820 (\$820)</i>	<ul style="list-style-type: none"> • <i>Billing for April: PNW Weed, Disease, Insect Handbooks</i>
<i>Misc. Clinic Supplies \$2300 (\$1788.76)</i>	<ul style="list-style-type: none"> • <i>Clinic box supplies & printing \$506.16</i> • <i>USPS mailing clinic samples \$5.08</i>
<i>WSU Extension Office</i>	
<i>Hort Director Travel/Training expenses \$1000 (\$927.64)</i>	<ul style="list-style-type: none"> • <i>Mileage 1/11-3/17 \$72.36</i>
<i>Kitsap Fair \$200</i>	<ul style="list-style-type: none"> • <i>Unused to date</i>
<i>Constant Contact \$200 (\$18.80)</i>	<ul style="list-style-type: none"> • <i>2/9 \$181.20</i>
<i>Office Mailings/Postage \$200 (\$200)</i>	<ul style="list-style-type: none"> • <i>Unused to date</i>
<i>Office Staff Assistance \$3000 (\$0)</i>	<ul style="list-style-type: none"> • <i>Hari Stone \$ 3000.</i>
<i>Office Supplies \$3000 (\$2791.39)</i>	<ul style="list-style-type: none"> • <i>Printing & paper \$203.73</i> • <i>Misc. office supplies \$ 4.88</i>
<i>Foundation Expenses</i>	
<i>Constant Contact Office Help \$1000 (\$1000)</i> <ul style="list-style-type: none"> • <i>I don't have the information yet from Hari as to how many hours she worked on foundation projects for this time period</i> 	

STANDING COMMITTEE REPORTS:

Communication Committee Report – Jane Dower: Chair

- **Constant Contact (CC):** Hari Stone of the Extension office continues to assist with CC emails for the Foundation. Recent emails included the May Seminar announcement and the April seminar report as well as a request to send Plant Sale info to friends and neighbors.
- **Foundation Website:** Tae McKinney, our new webmaster, continues to update the website. Board meeting and seminar information is updated as necessary. Plant Sale info was added and the Great Give was advertised
- **West Sound Home & Garden magazine:** The July/Aug ad was prepared and submitted by Kathy Goble. Colleen has approved re-use of the Sep/Oct ad from 2015 with minor modifications to the text. The ad is due July 9. Subject is 2017 MG Training. Kathy Goble will prepare the ad.

WSHG Issue 2016	Submission Deadline	Magazine Display Date	Subject
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	Farmers Market Clinics and Children's classes (Goble)
Sep-Oct	Jul 9	Sep 1	2017 MG Training (Goble)
Nov-Dec	Sep 9	Nov 1	Tentative: 2017 Seminar Season

- **Newspapers/Calendars:**
 - An announcement for the May seminar was submitted to Sound Publishing but was not published. The Plant Sale announcement was published in the April 29 and May 6 issues.
 - The May and June seminars were accepted for posting on 3 local online calendars (Kitsap Sun, Sound Publishing, and Visit Kitsap).
- **Tours** for the 2016 season were planned by Judith Richerzagen and have been approved. CCs will be sent for each, and those that are open to guests will be posted to the website. The first tour is June 9 and is an educational hardscaping tour at Marenakos Rock Center in Issaquah. It is open to MGs, interns, and guests. RSVP is required and a maximum of 40 may attend.

Resource Committee – Chair Vacant

No report at this time.

Programs Committee –as listed below

Seminars – Amy Churchill/Kathy Hawkins: Co-Chairs

The budget for 2017 seminars was presented to the Board. The original proposal was \$1085; additional drawing tickets are needed so an additional \$15 was added during the meeting. The budget request was approved with 5 votes for approval and 1 vote against.

- Expected expenses \$1100
- Expected income \$850

Tours – Judith Richerzhagen: Chair

The following is the schedule for the 2016 tours:

- June 9th –Marenakos Rock Center
- June 27 – Jo Harts Garden in Poulsbo 10 AM - Noon
- July 29 - Eugene Brennan’s Garden 10 AM to Noon
- August 13 – Japanese Memorial Garden, Bainbridge Island
- September – 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.

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

- *Diana Dorsey and Sherry Kanode met on 4/13/16 to discuss strategies for involvement in the KGG; Diana created a spreadsheet listing tasks for the committee to complete to facilitate a successful experience; it was decided that the main goal for 2016 was to increase MG’s awareness of the Foundation’s involvement in this event and the success strategies centered on this goal.*
- *Mary Anderson, Director, who volunteered to help with this event, was unable to participate due to the health of her Mother and her need to be present with her.*
- *Tae McKinney, our webmaster, updated the Foundation website with KGG information and a link was listed for participants to go to on 5/3 to donate.*
- *Several Constant Contacts (CC) were released letting MGs know that the Foundation was participating in this event for the third year. Kickoff advertising for KGG started on April 4; however the MGFKC started CC advertising on 4/22.*
- *Sherry Kanode attended the April 13 Foundation seminar and announced our participation in KGG and encouraged attendees to visit the information table for fliers. A poster and handouts given to us from Kitsap Community Foundation (KCF) were used several times at seminars. The large poster was laminated and postcard handouts were given out to three Farmers Market leads or representatives for them to display at the markets on 4/23 and 4/30. The posters and unused postcard items will be collected from each market now that the event is over. Diana Dorsey, Kitsap district manager of Starbucks, posted flier information in local Starbucks about the KGG, asking for support of the MGFKC.*
- *Statistical data was obtained from Colleen Miko to help create our MGFKC success story; the idea was to use this for publicity to encourage others to support MG programs and donate. However, this year a focus on what the money would be used for specifically was not established by the Board, therefore advertising for support of a specific cause was difficult. It was felt that this may affect the giving outcome.*
- *All past 2014 & 2015 donors, except anonymous donors, were contacted via email before the event thanking them for their past involvement and letting them know we ask for their support again.*
- *All 2016 donors, except anonymous ones, were contacted via email and thanked for their support; two responses came back in favor of this follow up.*

(Great Give continued)

- *On the day of giving, May 3, Sherry Kanode followed the activities by computer. The main national website supporting the giving day had technical problems, which caused the giving time to be extended by twenty-four hours. By midnight on May 4 the Kitsap Great Give and the Seattle Give Big closed their donation sites ending this year's fundraiser. KCF posted non-profit donation reports on their website due to the confusion of the down national website.*
- *Based on the KCF donation report and those that donated by Pay-Pal on our website, our unofficial amount of funds raised during the KGG is \$1,866.00. This does not include the percent of incentive money the Foundation will receive. The final figures will come out in June. At that time, Donna Rae George, Board Secretary, will send out an official donation letter to all donors through the postal service.*

Board Retreat on June 9, 2016 – Sherry Kanode

- *Planning is progressing along: location determined (Fort Worden State Park, Officer's Row - The Colonel House), time: 9 AM - 3 PM, lunch: each participant will purchase a box lunch (menu will be provided closer to date), snacks: Directors will bring as potluck, facilitators: two MGs agreed to team up - Candice Gohn and Linda Wells*
- *A facilitator planning meeting was held on Wed., May 11, 2016. An agenda for the day was set with each facilitator conducting a planned portion of the retreat day. The facilitators requested to have sent to them Director's bios so they can get to know each person a bit; this request was passed to the Foundation secretary, Donna Rae, asking they be sent electronically.*
- *Directors will be asked to write at the May Board meeting: what will be their personal and Foundation goals for the day? These will be shared with the facilitators prior to the retreat to add meaning to the experience.*
- *Directions and other pertinent information will go out closer to date of event.*

MGFWS Representative Report – Sherry Kanode

- *The MGFWS held a strategic planning meeting on Friday, April 1, 2016 at 10:00 a.m. in Everett; we did not send a representative.*
- *Our Foundation electronically received from MGFWS the Governor's Proclamation making May 23 - 29, 2016 the Washington State University Master Garden Volunteer Week; this was forwarded to all MGFKC Directors; Donna Rae George printed the proclamation and framed it to display at our plant sale on May 7.*
- *The next quarterly meeting will be held in June in Skagit County at the WSU Research Bldg. and garden*

ADDITIONAL REPORTS

None at this time

UNFINISHED BUSINESS:

- Board / Chair openings: Communications, Resource Development, Communications Committee opening for Publicity Coordinator.
- Storage unit inventory update and completion date (June)
- 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 April
- Annual Foundation event (needs a title/theme, for example, "Post Plant Sale Event") to be held after the first of next year (2017)
- Banner for parades (Top pocket needed, shows Gardens and Farmers Market participation)
- Pictures and bios of Board Directors on the website: All Board Members received a copy of their past bios to review. A sample was sent to Jane Dower and Tae McKinney for review. Board members have one more opportunity to edit prior to posting later in June.

NEW BUSINESS:

- Job descriptions for all Board positions: Officers, Directors at Large and Standing Committees
- Seminars 2017 budget proposal

ANNOUNCEMENTS

- The Plant Sale Committee post sale wrap up meeting is June 1 from 1-4 in Poulsbo.
- Annual Foundation Event will be held in January 2017.
- Reflections Articles: None for April and May. Instead:
May –
 - Programs; Seminars continued
 - Tours
 - Summary of Plant Sale
 - Results of Kitsap Great GiveJune –
 - Possible articles from chairs of fundraising events

Meeting was adjourned at 3:00 PM.

Next Meeting is Monday June 13, 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