



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.

October 17, 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, October 17, 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, Mary Anderson and Kathy Hawkins. Horticulture Advisor Colleen Miko also attended. Vice President Diana Dorsey did not attend. We also have a vacant position for 1 Director at Large

REPORTS:

Secretary's Report – Donna Rae George

Differed to next meeting in November

Treasurer's Report – Joyce Schlote

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

	2016	August 31	September 30
ASSETS			
Current Assets			
Checking/Savings			
Debit Card Checking		49.60	25.00
PayPal Receivables		0	0
Kitsap Credit Union Checking		9,965.34	8,039.59
Money Market		26,320.39	26,412.15
Savings Capital Improvement		1,000.08	1,000.09
Kitsap Credit Union CDs			
CD 01 (09/14/2020)	Emergency Fund	8,500.00	8,500.00
CD 02 (06/02/2016)	Fund Raising	5,000.00	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>31,000.00</u>	<u>31,000.00</u>
Total Checking/Savings		<u>69,131.19</u>	<u>66,476.83</u>
Total Current Assets		<u>69,131.19</u>	<u>66,476.83</u>
TOTAL ASSETS		<u>69,131.19</u>	<u>66,476.83</u>

Horticulture Report—Colleen Miko: MG Program Coordinator

*NOTE: Colleen will be taking vacation 11/23-28th and 12/16-28th & will miss December 19th board meeting
WSU Kitsap Extension*

- *New Director Meilana Charles started 10/13/16—leading Strengthening Families Program*

Clinic: Farmer's Markets

- *Bainbridge Library clinic discussions on hold—remodeling branch now*
- *Clinic customer evaluation underway through end of clinic season 2016*
- *Farmers Mkt Clinics all finished now*

Misc. Clinic

- *Clinic Log data entry almost complete*
- *“Commonly asked questions” for 2014 and 2015 soon*
- *Working on recruiting “travelling clinic lead team”*
- *End of season lead meeting scheduled for early November*

Office clinic

- *New leads Patti Frank & Kim Fox*
- *Using web-based scheduling process Sign Up Genius to test for rest of 2016—with paid version may be option to use for scheduling farmers markets, too? Plant sale? Salvage team digs?*
- *Last day office clinic 2016: December 9th*

Learning Gardens

- *Blueberry Park*
 - *Storage shed interior details—dedication party TBD*
 - *Nov 7th meeting City of Bremerton Parks to discuss first draft MOA update for Blueberry Park; current agreement expires 2016*
 - *Signage pending for 2016*
- *Anna Smith*
 - *Work parties done for the season*
- *Raab Youth*
 - *Last day party October 20th*
 - *Signage pending for 2016*
- *Heritage*
 - *Work parties done for the season*
 - *New lead team for 2017: Chuck Reiber, Jim Hazel, more needed*
- *Raab P Patch*
 - *Signage pending for 2016*
 - *Work parties done for the season*

Lead team meeting scheduled for early November

MG Graduation & Awards Ceremony, November 6th from 2-4

- *Working on preparations*
- *Rookie MGs turned in hour October 9th*
- *45 of the original class of 48 are set to graduate currently*

MG Training 2017

- *More than 300 sign up inquiries in 2016*
- *Dates scheduled: Jan 27, Feb 3,10,17, Mar 3,10,24,31*
- *No class Feb 24, Mar 17*
- *MG Training orientations: Nov 1 and 22nd at 2 and 6pm*
- *First announcement/applications email sent October 10th*
- *Class fees: \$155 in-class fee; \$75 online class free (\$5 increase)*

STANDING COMMITTEE REPORTS:

Communication Committee Report – Chair Vacant

<i>WSHG Issue 2016</i>	<i>Submission Deadline</i>	<i>Magazine Display Date</i>	<i>Subject</i>
<i>Jan-Feb</i>	√ <i>Nov 9, 2015</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 – (Inboden)</i>

Resource Committee – Donna Rae George-Spirit Wear Coordinator. Chair Vacant

- Garden Gloves Coordinator – Chrissy Petoff has agreed to be the new Gloves Coordinator. Cathy Carson will still assist with sales.
- Spirit Wear will resume with a new supplier locally in Silverdale. We will be purchasing Jersey Caps, Felt Totes, Thermal Lunch Bags and aprons. We expect to have them ready for sale for the February seminar.

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

No report at this time.

Finance Committee – Joyce Schlote: Chair

- *The finance committee has two new members, Jackie Siler (2016) and Betsi Kurzawski (2013). Linda Wells has consented to remain on the committee and Joyce Schlote Treasurer is the chair. We have been communicating by e-mails and have met once in person.*
- *At this time, we do not see a need to change the amounts being held in reserves. The amount earned this year along with unspent funds being rolled over should give us about as much money as we have had the last several years to work with.*
- *Requests for budget requirements have been sent by e-mail to the various committee chairs and individuals responsible for line items. A response by the end of October has been requested. Amounts requested by Seminars have already been included.*
- *Because Plant Sale and Merchandise committees are unchaired the finance committee will poll members of those committees and make recommendations.*
- *The board will need to make a decision on retaining Hari for Constant Contact e-mails, and if so at what dollar amount.*
- *When those decisions have been made the Finance Committee can let Colleen know how much is available for Program Expenses. We would like to have that number available for her right after graduation.*

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

Sherry will attend the Oct. 18 Community Conversation meeting at the Oxford Suites in Silverdale; there will be a discussion of what happened during this year's fundraising efforts. All are invited to attend.

MGFWS Representative Report – Sherry Kanode

The 4th quarter and annual meeting will be held Friday, Oct. 21, 2016 in Yakima at the Convention Center to showcase where the 2017 Advanced Education Conference will be held. All counties are encouraged to attend and send their treasurer to learn about establishing an endowment for county foundations. WSU representative will conduct session. Some bylaw revisions will be addressed at the Oct. 21 meeting. All meetings are open to Master Gardeners and all are welcome

- *Is Kitsap County interested in learning about an endowment?*
- *What news would the MGFKC like to have reported to the State Foundation?*

ADDITIONAL REPORTS

- Registered Agent. Colleen has verified with WSU that she can be this individual for the MGFKC.

UNFINISHED BUSINESS:

- Board openings: One Director at Large position,
- Standing Committee openings: Communications Chair, Resource Development Chair
- Special Committee openings: Plant Sale Chair.
- 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
- Great Give – We need to develop “our story” for next year’s event

ANNOUNCEMENTS

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

Meeting was adjourned at 3:00 PM.

*Next Meetings are Monday November 21, 2016
 Monday December 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***