



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.

April 11, 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. Judith Richerzhagen has resigned her position as Director at Large due to a conflict with her work schedule.

REPORTS:

Secretary's Report – Donna Rae George

Motion to approve the March 2016 Board meeting minutes was approved.

Treasurer's Report – Joyce Schlote

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

March 31, 2016

ASSETS

Current Assets

Checking/Savings			
Debit Card Checking			25.00
PayPal Receivables			0
Kitsap Credit Union Checking			15,529.18
Money Market			7,745.05
Savings Capital Improvement			1,000.03
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>55,299.26</u>
Total Current Assets			<u>55,299.26</u>
TOTAL ASSETS			<u>55,299.26</u>

Horticulture Report—Colleen Miko: MG Program Coordinator

County Volunteer Recognition Event

- April 12th 4:30-6:30 at County Commissioners Chambers in Port Orchard
- All MGs and other WSU Extension program volunteers invited

MG Week May 22nd-28, 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 should be signing the proclamation for the state for the same timeframe

Clinic—Farmer's Markets

- Farmer's Market season started April 2nd Poulsbo (orientation rescheduled to April 9th); April 9th Bainbridge (orientation potluck was April 6th 6-8pm & morning of first market); April 16th Port Orchard (orientation followed by breakfast); Kingston April 30 (orientation followed by breakfast); Bremerton May 5th (orientation potluck)
- New market managers for Kingston, Bainbridge and Poulsbo this year—I have met or have meeting scheduled with each of them
- Poulsbo F/M New location has parking challenges but so far, so good
- All market managers have received letters from me re-capping 5 years of clinic participation and our marketing efforts

Clinics--Office

- Clinic log data entry finally completed
- Will have doodle poll for meeting for MGs who have done most of the clinic log data entry to provide feedback for a new system for 2016
- April 13—Chris Christiansen & Ruth Reinert clinic box materials revamp
- Will be getting a team to start work on finding “commonly asked questions” for 2014 and 2015 sometime in late May
- Kathy Goble still working on schedule—very complicated this year

Learning Gardens

- Blueberry Park submitting shed plans to City of Bremerton Parks March 24, still waiting for final plan approval
- Re-doing MOA for Blueberry Park to reflect change in administration of p patch as well as new shed; current agreement expires 2016
- All garden work parties underway this month
- Raab Youth hosting West Sound Academy 7th graders Earth Day April 22
- 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—still need schedule

Organic Vegetable Gardening Class

- Complete—follow up meeting April 19th
- “All Season Growing” class TBD, most likely one day in June
- So far there are 3 totes of class materials to store—should know by early next week if there is room at Extension to store

MG Training 2016

- Classroom sessions completed
- Rookie days at the gardens: April 8th and 15th
- Quizzes and final exams due April 25th 8am

Manchester State Park Native Plant Garden/Stewardship Site

- *Team there has been revamping the display garden signage, interpretive trail, removing noxious weeds and planting new natives—lots of hard work*
- *Plan to print and laminate native plant posters from Starflower Association to use for display and education*
- *Educational MG booth plans underway for Native Plant Appreciation Week—details and call for volunteers soon*

Educational Outreach for 2016

- *Friends of the Manchester Library Plant Sale, April 23*
- *Manchester State Park—Stewardship Site; Native Plant Awareness Week Outreach April 30th and May 1st; exact times and shifts TBD*
- *MGFKC Plant Sale May 7th*
- *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*

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.*

WSHG Issue	Submission Deadline	Display Date	Subject
<i>Jan-Feb</i>	<i>√ Nov 9</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>Tentative: Kitsap Fair, Farmers Market Clinics</i>
<i>Sep-Oct</i>	<i>Jul 9</i>	<i>Sep 1</i>	<i>Tentative: 2017 MG Training</i>
<i>Nov-Dec</i>	<i>Sep 9</i>	<i>Nov 1</i>	<i>Tentative: 2017 Seminar Season</i>

Communications report continued

- **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

No report at this time.

Tours – Judith Richerzhagen: Chair

The following is the schedule for the 2016 tours:

June 9th –Marenako's Rock Center

June 29 – Eugene Brennan's Garden

In flux is the replacement tour of the Bremerton United Methodist Church

Underway are tours for Chimicum 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

Great Give Committee

Discussed this year's strategy - this year will be kept simple, focusing primarily on messaging via constant contact, website and local flyers.

- *April 13th - Sherry and Diana to meet to finalize plan for 2016 KKG.*
- *April 18th - Meeting with webmaster to discuss KKG online campaign*

ADDITIONAL REPORTS

None at this time

OTHER BUSINESS

- Pictures and bios of Board Directors on the website: All Board Members received a copy of their past bios to review. Still waiting for pictures and bio review from Mary Anderson. A sample was sent to Jane Dower for review.

UNFINISHED BUSINESS:

- Board / Chair openings: Communications, Resource Development, Communications Committee opening for Publicity Coordinator.
- Board Retreat – 6 hours suggested
- 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)
- Addition of Bios and pictures to website

NEW BUSINESS:

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

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 3rd 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>
- Reflections Articles: None for April and May. Instead:
April –
 - Programs; Seminars continued
 - Plant Sale
 - Kitsap Great GiveMay –
 - Programs; Seminars continued
 - Tours
 - Summary of Plant Sale
 - Results of Kitsap Great Give
 - June –
 - Possible articles from chairs of fundraising events
- **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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Special Note: Colleen will miss May's Board Meeting; she will be visiting family out of town

Meeting was adjourned at 3:15 PM.

Next Meeting is Monday May 16, 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