



Master Gardener Foundation of Kitsap County

Promoting long term environmental health through sound and sustainable horticultural practices.

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April 17, 2017 Board Meeting Minutes

CALL TO ORDER

President Marcia Harris called the monthly Master Gardener Foundation board meeting to order at 1:14pm at the Homebuilders office on Monday, April 17, 2017.

Board members in attendance were:

Executive Board Members:

President Marcia Harris

Vice President Donna Rae George

Secretary John Andrews

Treasurer Joyce Schlote

Directors-at-Large:

Gayle Larson

Tom Boullion

Claudia Thompson

Jackie Siler

Horticultural Advisor: Colleen Miko

Guests: Jim Rodman, Kim Fox, Sherry Kanode, Barbara MacKenzie

Smile for the Day: Claudia shared a s-mashing story about potatoes.

PRESENTATION: MGFKC History, Stories, Legacy ~ Jim Rodman

Jim reviewed the history of MGKC that dates back to 1974 when some MGs attended Seattle's program. The Kitsap Foundation was incorporated in 1987. First demonstration garden occurred in 1988 at Anna Smiths. He shared photos of many of the pioneers as well as many of the special galas and fundraisers (calendars) over the years.

CONSENT AGENDA REPORTS

Secretary's Report – John Andrews

March meeting minutes were approved as submitted.

Treasurer's Report – Joyce Schlote

The Treasurer's report of Assets and Profit and Loss was emailed to all members.

Horticulture Report–Colleen Miko: MG Program Coordinator

The April Horticultural report was emailed.

STANDING COMMITTEE REPORTS:

Communications Committee: report was emailed.

Programs Committee (Tours & Seminars): report was emailed.

Resource Committee: no report filed.

Nominating Committee: no report filed.



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Audit Committee: no report filed.

Finance Committee: no report filed.

SPECIAL COMMITTEE REPORTS:

Plant Sale Committee: report was emailed.

Plant Salvage Committee: no report filed.

APPROVAL OF CONSENT AGENDA: Joyce moved, Gayle seconded. approved.

FOUNDATION BUSINESS:

- 1. Special Social Event.** Discussion continued concerning the budget for this event. Marcia assured everyone that it will break even through sponsorships. Claudia suggested restating the specifics about sale of wine. Sherry explained that we can collect fees at the park after proper paperwork is submitted. We are selling tickets for two servings of wine. She has already secured five sponsorships. Claudia has a permit to pour wine and volunteered to fill that role. Marcia clarified that it is a private event for MGs and their families/guests and is not being promoted as open to the general public. If event makes money, the committee can recommend that those funds be set aside to promote future social events. Donna Rae moved, Tom seconded for the Foundation to formally approve the September 2017 MG social event. Approved.
- 2. Plant Sale up-date.** Tom gave an overview of the planning stages for this year's Mother's Day Plant Sale. He credited all the committee members who have contributed lots of energy and work to getting this event ready. He also gave credit to Donna Rae who has acted as a co-chair. She mentioned that about 20 emeritus have signed up as well as 30 interns for work shifts. We have purchased some more wagons to assist customers carrying their plants.
- 3. Event Planning Income & Expenditure Template for Budget---**Marcia suggested creating a form to fill out when planning for an event which should answer many of the questions that have been raised this time.
- 4. "Kitsap Great Give" Update.** Sherry Kanode passed around the final ad that explains the purpose and story of MG Foundation and lists the past numbers of volunteer hours and donated food to food banks that will appear in the informative brochure. The Great Give is on May 2 and is a 24-hour event to allow donors to contribute to their favorite charity/organization.
- 5. Website/Electronic Newsletter Vendor Change Progress Report.** Kim explained more about the "Shout Out" guidelines that we have started using which is available on the WIX.com website, instead of Constant Contact. We are going to purchase a premium license, which will give us 5 shout outs per month, with no advertising. Cost is \$103/year.
- 6. Request for MG Communication Support.** Colleen noted that in past we haven't taken advantage of the "Friends of the Foundation" list to forward information about future classes which might be of interest to them. She wondered if the Communications Committee could help by promoting special events through their contacts. Joyce wondered if we do that if there would be an issue with sharing emails with WSU. It was noted that Shout Out does have an "unsubscribe" link at bottom. General consensus of the board was that we can also post on the MGFKC website. Kim noted that we are



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using *Sign-up Genius* for all the farmers market and it was necessary to purchase the gold level license to cover all the different projects. Tom moved, Claudia seconded to move moneys in the budget to cover this cost.

7. **Meeting Minutes**—Donna Rae complimented John on his recording of minutes. However, she had a concern that, since the minutes only reference reports that have been forwarded by email, then the copy of the minutes she posts on the website does not include everything. John suggested that he create a separate document that includes all the reports with the minutes and send it to her each month. That solution was acceptable to the board.

ANNOUNCEMENTS

1. **Plant Salvage Team update**---John announced that three more digs resulted in collecting nearly 500 more plants which puts the total over 3,000, although after cleanup, there may be only about 2500-2600 ready for prime time in May; the rest will be held over until next year. Clean up and pricing days are May 1 and 3. We have 10-12 volunteers signed up to help at each and 15 vehicles lined up to transport plants to fairgrounds on May 12.
2. **MGFKC 2017 Master Gardener Nominee**---Colleen always sends a MG of year nominee to the WSU and will bring nominee names to board for our attention. Usually this honor goes to someone who has a special connection to the state MG foundation and has been a long-time volunteer. Send any nominations to Colleen.
3. **Strategic Planning Sub-Committee Meeting**—there will be a meeting of this committee (Marcia, Tom, Donna Rae, Joyce) next month, instead of a general meeting, to examine all aspects of the foundation, its needs, its goals, its future direction, etc.
4. **Need for Seminar Co-Chair & Merchandising Chair**---Amy and Cathy Hawkins are stepping down and we will need two new co-chairs. We also need one chair for merchandising prior to graduation of new MGs.
5. **Process for publication of tours**---how does information get out? Kim will touch base with Barbara to get information and perhaps use Shout Out. It was thought that we need an attractive graphic design including photos, like we do with Seminars.
6. Sherry was concerned whether information about the ribbon cutting for the new shed at the Blueberry Learning Garden was getting out. Colleen had included it in the last constant contact. A suggestion was to have someone forward the flyer that she passed around to the Board to all master gardeners.

	Mar 31, 17	ASSETS
Current Assets		
Checking/Savings		
Debit Card checking	141.11	
Kitsap Credit Union Checking	14,661.55	
Money Market	3,891.77	
Savings Capital Improve	1,000.03	
Kitsap Credit Union CDs		
CD 01 (9/14/20) Emergency fund	8,500.00	
CD 04 (1/9/17) Emergency Fund	3,500.00	
CD 09 (6/2/18) Fund Raising	5,000.00	



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CD 12 (4/11/18) Fund Raising 4,000.00
CD 08 (1/9/17) Income Averaging 5,000.00
CD 11 (4/11/18) Income Averaging 5,000.00
Total Kitsap Credit Union CDs 31,000.00
Total Checking/Savings 50,694.46
Total Current Assets 50,694.46
TOTAL ASSETS 50,694.46

Jan - Mar 17	Budget	\$ Over Budget	Jan - Mar 17	Budget	\$ Over Budget
Ordinary Income/Expense					
Income					
Foundation Revenue					
Reward Cards	47.16		350.00	-302.84	
Donations	90.00		2,500.00	-2,410.00	
Interest-Savings-CDs	75.95		275.00	-199.05	
Merchandise Sales					
glove sales			636.00		
logo wear			475.00		
Merchandise Sales -	0.00		4,500.00	-4,500.00	
Other					
Total Merchandise	1,111.00		4,500.00	-3,389.00	
Sales					
Plant Sale					
Plants Sold	0.00		14,000.00	-14,000.00	
Total Plant Sale	0.00		14,000.00	-14,000.00	
Seminars Income	615.00		850.00	-235.00	
Total Foundation	1,939.11		22,475.00	-20,535.89	
Revenue					
Total Income	1,939.11		22,475.00	-20,535.89	
Expense					
Foundation Expenses					
Administration					
Communications					
Constant Contact	0.00		500.00	-500.00	
Office Help					
communication	299.00		800.00	-501.00	
committee					
Total	299.00		1,300.00	-1,001.00	
Communications					
Office expenses					
Storage Rent	1,308.00		1,320.00	-12.00	
General Admin	30.00		2,400.00	-2,370.00	
Expenses					
Total Office expenses	1,338.00		3,720.00	-2,382.00	
State Representative	0.00		400.00	-400.00	
expenses					
Total Administration	1,637.00		5,420.00	-3,783.00	
Fund Raisers					
Credit Card Device	60.00		300.00	-240.00	
Connections					
Future fund raising	0.00		350.02	-350.02	
events					
Merchandise	3,011.42		3,700.00	-688.58	
Expenses					
Plant Sale					
Plant Sale Main	655.52		2,980.00	-2,324.48	
expenses					
Salvage Team	53.26		500.00	-446.74	
Total Plant Sale	708.78		3,480.00	-2,771.22	
Total Fund Raisers	3,780.20		7,830.02	-4,049.82	
Total Foundation	5,417.20		13,250.02	-7,832.82	
Expenses					
Program Expense					
Clinics	3,827.70		4,253.00	-425.30	
Ancillary Projects					



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Garden Cake by Laura Pittman-Hewitt

HORTICULTURE REPORT April 2017

By: Colleen Miko

Clinics:

- Port Orchard—using Signup Genius
 - ○ Orientation 4/15 8:30 at market
 - ○ Start date April 15
- Bremerton
 - ○ Doesn't need new canopy after all
 - ○ Orientation 4/27 in afternoon at picnic shelter Evergreen Park
 - ○ Start date: May 4
- Poulsbo--underway
- Kingston—using Signup Genius
 - ○ Orientation 5/6 at 8:30 at market
 - ○ Start date: May 6
- Bainbridge—underway
- This month, I will prepare 2016 re-cap letters for all Market managers with their stats going back to 2011

Clinic Box Materials Revamp & MG Training Clinic Orientation

- Still compiling costs for 2017 supplies but printing alone for March was \$900+

Stewardship Sites

- All starting regular work parties this month
- Manchester State Park—April 22 outreach event: Native Plant Appreciation

Learning Gardens

- Blueberry Park
 - ○ No update MOA draft
 - ○ Learning Garden Shed dedication event 4/28th 1-3 (Mayor Lent is invited)
 - ○ Hosting Composting class at p patch April 28th 6-7:15 pm for MGs and the public
 - ○ Kids Cultivate dates set: July 12-Aug 2nd
- Heritage Garden
 - ○ No update MOA draft—meeting with Billie Schmidt 4/13 to work on draft
- Anna Smith
 - ○ Hosting fuchsia Class April 22nd by members of Fuchsia Club for MGs and the public
 - ○ Martha & Mary kids program 2017, 4 weeks 7/5-7/26
- Raab Youth
 - ○ Children's program June 26-August 14th 10-12
- Raab P Patch
 - ○ Square foot gardening class 10-12 April 22nd for MGs and p patch gardeners
- Kitsap County Solid Waste Dept. Partnership



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- ○ Offering signage for composting demo sites (Anna Smith, Heritage & Blueberry)
- ○ Feature in “Everyday Kitsap” Magazine on compost demo sites

MG Training 2017—last week!

- ○ April 14—Raab Park 9-12 with lunch; Blueberry 12:30-2:30
- ○ Quizzes & final exams due April 24th 9am

Organic Vegetable Gardening Class 2017

- ○ Recap meeting scheduled for April 21st
- ○ NO “All Season Gardening” class to be held this summer—too much going on and everyone needs a break!

Kitsap County Volunteer Recognition Event

- ○ Scheduled at county admin bldg. in Port Orchard
- ○ April 26th in the late afternoon/early evening

Fair Board Meeting April 12 6pm

- Colleen is presenting on MG role with Open Class Horticulture—our participation since the 80s, what we do and who we reach

Educational Outreach Events

- Friends of Manchester Library Plant Sale, April 22nd 9-3
- Manchester State Park, Native Plant Appreciation Week booth, April 22, 12-6
- MG Plant Sale May 13th, 9-3
- Heronswood Plant Sale July 22nd, 10-3
- Kitsap County Fair August 23-27th
- Heronswood Plant Sale September 16th, 10-3

April 2017

Communication Committee

Report – *Kim Fox, Chair*

- 1 **ShoutOut:** We have replaced Constant Contact with ShoutOut which is a utility for emailing notifications from our Wix.com account. So far we have not had to purchase additional messaging capacity. Kim Fox will be the key contact for any ShoutOut messages.
- 2 **Foundation Website:** Donna Rae has made numerous updates to the website to reflect Seminars, etc.
- 3 **West Sound Home & Garden (WSHG) Advertising** – Kathy Goble has submitted the May/June Ad to WSHG. We have agreed to use last year’s art work for the Jul/Aug issue. Kim will work with Kathy to make text updates to last year’s ad and submit prior to May 9th.
- 4 **Kathy Goble will continue to support us for Advertising** using her personal copy of Adobe Photoshop.



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- 5 **Publicity -Kim Fox will pick up responsibility for Publicity on an ongoing basis as part of Communication Chair.**

- 6 **Per request from Tom Bouillion, Kim submitted Plant Sale Advertising Flyer to the WA State MG Foundation Website. It will be added to their website calendar, as well as their May Newsletter.**

- 7 **Great Give Ad created and funded by Sherry & Kirk Kanode and approved for submission to Sound Publishing newspapers.**

- 8 **Updated Communication Guidelines to reflect changes with Constant Contact, Publicity, and the elimination of the online communication form have been made. A new version of the guideline can be found in the Google Drive (https://drive.google.com/open?id=0B_KUHBCjIVN7b1diVFBIT0x4Nms) Kim will need to update the Policy documents as well.**

Meeting was adjourned at 3:10 PM.

Next Meeting is Monday June 19 at 1:00pm.