



## **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.*

## **Annual, 2013 Meeting Minutes**

### **CALL TO ORDER**

President Donna Hamilton called the annual Master Gardener Foundation meeting to order at 1:30 PM on Wednesday, September 18th, 2013, at the Poulsbo Fire Station, 911 E Liberty Road, Poulsbo, WA.

Board members in attendance were: Jim Rodman, Vice President; Donna Rae George, Secretary; Directors at Large Jane Dower, Carol Harcharik and Linda Wells. Joyce Schlote, Treasurer was unable to attend. Horticulture Advisor Colleen Miko also attended. Approximately 30 MGFKC members also attended.

### **REPORTS:**

#### **Secretary's Report – Donna Rae George**

Motion to approve the 2012 Annual Board meeting minutes carried.

#### **Treasurer's Report – Joyce Schlote**

*In 2012, the Foundation took in \$19,675 and spent \$20,468. Thus, we needed to dip into reserved funds for less than \$1,000. Because of the careful spending by many of the Demonstration Gardens this year, the Foundation's 2013 expenses are expected to come in under its \$32,205 budget.*

### **STANDING COMMITTEE REPORTS**

#### **Resource Development – Linda Wells**

*After a period of dormancy, the Resource Committee was reactivated in early 2012 and has met five or six times per year since then. Our primary focus has been trying to encourage greater efficiency in the Foundation's fundraising: helping the Foundation research and choose activities that will have good profit-to-effort ratios. We also have been working with fundraising team leaders to improve the accuracy and transparency of our inventory, sales and remittance recordkeeping. Our combined efforts have generated a net profit of about \$1,100 so far this year.*

#### **Communication Committee - Jane Dower**

*The committee is responsible for all communications sent by the Foundation to members, Master Gardeners, or the public. We have improved website navigation and placed quarterly advertisements in the magazine WestSound Home and Garden.*

**Programs Committee - Debra Ady**

Program Seminars were scheduled monthly from January through July.

**Finance Committee**

Refer to Treasurer's Report

**Nominating Committee - Debby Lippincott**

*The Foundation currently has 181 members. Under the terms of our By-Laws, we needed 36 members to submit ballots in order for this election to be effective. Happily, more than 100 ballots were submitted, so we are pleased to announce that the following five positions have been filled by this year's election: see detailed report below.*

**Audit Committee – Heather Holman**

*A change to the Audit policy was discussed as a result of the committees last audit review. The procedure was to conduct the audit after the MFG income taxes were filed. It has been proposed that the new procedure is to conduct the audit before the income taxes are filed.*

**ACTIVITY REPORTS****Membership - Donna Rae George**

There are currently 181 voting members of the MGFKC ranging from graduation classes of 1982 through 2012.

**Budget meeting - Linda Wells**

Each fall, the Horticulture Coordinator works with Master Gardeners and her WSU colleagues to develop a budget for the Master Gardener Program, including her office, for the following year. Because WSU provides only a part of the resources needed to cover the MG Program budget, she looks to other donors to make up the difference. That is where the Foundation comes in: the Foundation is the primary donor supporting the operational expenses of the MG Program's learning gardens and clinics, and is a major contributor to the Program's administrative budget.

**Barnes and Nobel Gift Wrapping - Lorraine Butler**

Approximately \$211 was made during 2 days of wrapping by our 12 volunteers. Most of the money was made on the second day of wrapping. The closer to Christmas the better the customer participation, however, days we are allowed to wrap are assigned by the Kitsap Mall.

**Mardi Gras Float - Tiffany Wilfert**

A float for the Clearwater Casino's Mardi Gras Float Contest for non-profit organizations was a beautiful combination of flowers, and delightful vegetable or insect doll costumes by a team of Master Gardeners The Parade was February 12 at 7 PM, at the Casino. We won a consolation prize of \$500 for our participation.

**Program Tour - Laura Larson**

There were 8 tours scheduled from April to October. The Bloedel Reserve tour was the most attended with the Bonsai tour very close behind.

**Plant Sale - Becky Croston (Vicki Richter)**

Our largest fundraising event every year. With over 5,500 plants provided by the Salvage Team we made over \$13,000 .

**Policies - Dee Peterson (Carol Harcharik)**

Three new policies were developed and approved by the Board this year: the Electronic Payment Policy, Disbursement Policy and Donations and Grants Policy.

**Fundraising Event - Amy Churchill**

The “Growing Forward: Living, Gardening and Sustainability” is our Fall fundraising event scheduled for October 6<sup>th</sup>, 2013.

**State Foundation Representative - Mary-Cathern Edwards**

Reminds us that we are part of a larger organization of Master Gardeners. The Master Gardener Foundation of Washington State (MGFWS) is a nonprofit corporation formed by dedicated WSU Master Gardeners to support the WSU Master Gardener Program. The Foundation’s purpose is to offer statewide volunteer-based unifying leadership to, and communication among, county and regional WSU MGP, foundations and affiliates.

Announcement of results of election—Debby Lippincott

Introduction of new officers- Linda Wells

Passing of gavel: Donna Hamilton--→ Jim Rodman

Meeting adjourned: Jim Rodman

*Thank you as always to Sharron and Ray Etheredge for all the wonderful refreshments provided at our meetings and seminars.*

**Meeting was adjourned at 2:45 PM.**

## DETAILED REPORTS

*This information is provided as a supplement to the formal Meeting Minutes. This information will not be read as part of the minutes for the annual 2014 meeting.*

### Presidents Report

*Even before Becky Croston, outgoing President of the Master Gardener Foundation, passed me the gavel a year ago, I realized I had some impressive acts to follow. In my 8 years of being a Master Gardener I have known some really terrific Foundation Presidents—and boards. I remember that Gary Gratrix was the President when I was a rookie and he was followed by our current webmaster, Jane Bedinger. Then came my classmate Terry Strong. In the next years we had people you know –like Marialis Jorges, Mary- Cathern Edwards, and Becky Croston, who served not once, not twice, but 3 times!!*

*These strong personalities all served well and had really good boards to back them up. But I have to think that the board I had was **THE BEST**. Easy to work with, always willing to take on a new task, thoughtful, considerate, and wise. I was totally impressed with their diligence and expertise in all they undertook to do, both individually and as a team. It would be impossible to praise them too highly. I proudly say that I believe we have accomplished a good many things and it was largely due to their efforts. They all even served as ex-officio on one or more committees and acted as liaisons to the Board. And the primo liaison was Colleen Miko. MG program coordinator who attended all of the meetings and kept us updated on what the program was doing.*

*The committee chairs, in fact, were a valuable and essential part of the equation and they will tell you what each committee has done this year. We could not have done it without them—or without you. In closing I offer my humble thanks to all of the Board members, present and past, as well as to the committee chairs. And last, but certainly not least, to all of you who gave your valuable time and effort to help carry out each undertaking. You should be very proud of yourselves. I love you all! In departing, with gratitude  
Donna Hamilton*

### Nominating Committee - Debby Lippincott

*The following already installed officers will serve until the 2014 Annual Meeting:*

**PRESIDENT:** Jim Rodman  
**SECRETARY:** Donna Rae George  
**DIRECTOR AT LARGE:** Jane Dower

*The following are newly elected officers for 2013:*

**VICE-PRESIDENT:** Vickie Richter  
**TREASURER:** Joyce Schlote  
**DIRECTOR-AT-LARGE:** Carol Harcharik  
**DIRECTOR-AT-LARGE:** Debra Ady  
**DIRECTOR-AT-LARGE:** David Delmendo

## **Treasurer's Report**

*2012-13 has been a year of financial transitions. With gratitude for his three years of service as our Treasurer, the Board accepted the resignation of Fred Abrahamson and appointed Joyce Schlote to take his place in November of 2012. Joyce is unable to be here today because of an ailing mother, but provided this report to be delivered on her behalf.*

*In addition, the Board adopted several new financial policies this year:*

*The Board determined that one step it could take immediately toward addressing the Foundation's ongoing deficit spending problem would be to stop the Foundation's recent practice of committing to spend money before it has been received. Consequently, the Board chose to rely only on assets already in hand to cover the 2013 budget, and it is expected that future Boards will do the same.*

*The Foundation donates a substantial amount of money each year to WSU to cover clinic expenses and part of the cost of running the Horticulture Coordinator's office. Colleen Miko, figured out (and the Board adopted) a new mechanism for delivering funds to WSU that will eliminate an 8% administrative fee that the University had been charging to process our donation.*

*In order to encourage individual Master Gardeners to take a more active role in fundraising, the Board reversed the Foundation's previous policy concerning the use of project-specific grants and donations. Beginning in 2013, grants and donations made to a specific garden or project will be made available to it in addition to the amount the Foundation had previously committed to donate to it, rather than being used to fund the original commitment.*

*Finally, the Board approved a new step in its budget making process that should result in greater transparency about the how the Foundation's assets are allocated between current spending and the reserves needed to cover future needs such as fundraising expenses, capital improvements, and compensating for years in which we have reduced income levels (as we do in the years we don't hold special fundraising events like next month's Expo).*

*The 2012 books passed their financial audit with flying colors, and the Federal 990 Income Tax Report was submitted in a timely manner.*

*Our financial records are available to you as part of the Board minutes posted on the Foundation website ([www.kitsapgardens.org](http://www.kitsapgardens.org)). Each month we post a record of what has been spent so far that year for each line item in our budget. We also post a list of the Foundation's current assets.*

*The Board is committed to transparently and wisely using the funds raised by and for the Foundation.*

### **Communication Committee - Jane Dower**

*The committee is responsible for all communications sent by the Foundation to members, Master Gardeners, or the public.*

**I<sup>st</sup> Meeting:** *The first Communications committee meeting will occur in October. The first meeting is for those who would like to serve on the committee as well as those who just want to voice their opinions and offer ideas. In essence, it will be a brainstorming session. Signup sheet is available as is a copy of the Communications process flow chart draft.*

**Web Site:** *Based upon input from the membership, we will address improving the navigation on the site. We want to explore other possibilities for our web site. A recent suggestion was to add a 'plant exchange' list where members can identify plants they would like to trade or give away or plants that they would like to have. (Thanks Linda W.)*

**Newsletter** *We have not had a newsletter for a number of years. We'll explore institution of an electronic newsletter, possibly one sent bi-monthly.*

**Public Relations:** *PR tasks will be discussed. The PR chair is responsible for press releases to the public to include newspaper and magazine articles/ads and possibly ad posters.*

**Constant Contact:** *Constant Contact messages, their frequency and the templates used, will be evaluated.*

**Interface with MG site:** *Will also explore how we can improve the information links between the Foundation site and the MG site.*

**Skills:** *Input from members with web design skills or magazine/newspaper layout skills is encouraged.*

***All opinions and ideas are welcome!***

### **Resource Committee**

*The Resource Committee serves as a sounding board for members engaged in fundraising efforts and offers guidance to the Foundation's Board of Directors about potential fundraising strategies. The Committee also consolidates the reporting of members engaged in selling non-plant merchandise for the Board's monthly meetings.*

*This year, the Foundation added sales of logowear and glass art to our fundraising activities. The sale of gloves, notecards, logo wear, periodicals, books, ceramic pots and glass art (plus a few remaining calendars) . We expect meet our \$1,500 net profit target through sales today, at the Statewide Convention later this month and at the intern's graduation in November. We are likely to end the year with inventory that has been paid for, but not yet sold, having a retail value of about \$2,000, which will be all profit once it's sold next year.*

*The current members of the Resource Committee are Linda Broun, Cathy Carson, Amy Churchill, Donna Rae George, Ann Haines, Linda Wells and our ex officio Board representative, Jim Rodman. We would welcome anyone else who would like to join us. Our next meeting will be at 1:00 on November 20 at Linda's house.*

### **Plant Sale - Vickie Richter for Becky Croston**

*First and foremost, a special huge thank you to Becky Croston, Plant Sale Chairman for 2007 through 2013. Her effort this year brought in \$13,099.82 to the MG Foundation. The new location for the Plant Sale this year, the Sheep Barn was a huge hit. It was open, airy, and larger than our previous venues at the Kitsap County Fairgrounds.*

*Becky passed the Plant Sale Chairman baton to me for 2014 and, since she is unable to be here today, I would like to recognize the following for her:*

- Salvage Team: 5,500 plants, great selection and preparation for plant sale*
- Sheri Kiley: coordination with Foxglove Nursery in growing over 200 tomato plants for sale*
- Joyce Schulte: Setting up and organizing use of Square Up with smart phones for credit card sales*
- Georgie Pulliam: Coordinating all the volunteers*
- Gayle Larson: Plant ID and pricing*
- Laura Pittman Hewitt: providing 300 tomato plants for the sale*
- Jane Dower: Plant Info Signs*
- Sandy Livermore: Publicity*
- Sharon & Ray Etheridge and Sandy Livermore: Refreshments/Lunch for volunteers*
- All the fabulous MG volunteers*

### **Policy Committee Report - Dee Peterson**

*The Policy Committee follows a scheduled review of policies. Some policies need to be reviewed annually, some less frequently, but any can be reviewed and revised if necessary, or when mandated by changes in existing laws.*

*There was one scheduled review this year of the **Bylaws** and no changes were made. One addition to the schedule: **Records Retention Policy**, adopted 3/2/11, to be reviewed in 2015*

*Three new policies were developed and approved by the Board this year:*

*June 2013: **Electronic Payment Policy:** This policy allows for two ways to receive electronic payments to the Foundation using credit cards – one system through PayPal, and the other by using a procedure offered by Square, Inc. which provides a free Square Reader, or card reader, that is attached to compatible smart phones or tablets.*

*July 2013: **Disbursement Policy:** This policy states that approved expenses will be paid for with checks or electronic transfers by the Treasurer.*

*August 2013: **Donations and Grants Policy:** This policy covers donation of goods and services, purpose-specific cash grants and donations and activity cash grants and donations.*

*Goods and Services: The value of donated goods and services will be in addition to the amount the Foundation has allocated to an activity (such as the Salvage Team, a specific garden, or Plant Clinics in general). The donated amount must be used within that year or the end of the following calendar year. Purpose Specific Cash Grants and Donations: Amount donated for a specific purpose will be in addition to the amount the Foundation has allocated until a deadline date set by the donor or the end of the following calendar year. Activity-Specific (but not Purpose Specific) Cash Grants and Donations: Should an individual, organization or company donate funds for an activity without designating the purpose of its use, the foundation would make those funds available for that activity until the deadline set by the donor or the end of the following calendar year. If funds remain unspent by the deadline date or the following calendar year, those funds will revert to the Foundation's general account. Any exceptions will be handled on a case-by-case basis.*

*Each of these policies will be reviewed on an annual basis.*

**BUDGET PROCESS REPORT - Linda Wells**

**The Program and the Foundation** - The Kitsap County Master Gardener Program (the "MG Program") is part of a statewide Washington State University program. Our MG Program is operated by the local WSU Extension Office under the leadership of the Horticulture Coordinator (currently Colleen Miko).

The Master Gardener Foundation of Kitsap County (the "Foundation") is an independent, tax-exempt 501(c)(3) corporation organized under the laws of the State of Washington. The Foundation was created to supplement the financial resources provided to the MG Program by WSU, which have not been sufficient to cover the scope of activities in which Kitsap Master Gardeners would like to engage.

The Foundation raises funds through its plant and merchandise sales, seminars and other events, and by soliciting grants and donations of money, services and materials from Kitsap residents, community organizations and businesses.

The Foundation spends its money in three ways: (1) making donations to the MG Program; (2) covering the cost of its own operation as a corporation; and (3) paying for the expenses associated with raising the funds needed for the first two categories of expenditures.

**THE MGFKC Budgeting Process** - Each fall, the Horticulture Coordinator works with Master Gardeners and her WSU colleagues to develop a budget for the Master Gardener Program, including her office, for the following year. Because WSU provides only a part of the resources needed to cover the MG Program budget, she looks to other donors to make up the difference. That is where the Foundation comes in: the Foundation is the primary donor supporting the operational expenses of the MG Program's learning gardens and clinics, and is a major contributor to the Program's administrative budget.

In November and December, the Foundation's Board of Directors solicits funding proposals from the Horticulture Coordinator and Foundation members as it develops its plans for the coming year. During this period, the Foundation's Budget Committee and Treasurer work together to present recommendations to the Board about how the Foundation's resources should be deployed.

Absent unusual circumstances, the Board adopts the Foundation's annual asset allocation plan (how much will be spent now and how much will be saved for future needs) and expenditure budget (how much will be spent for which specific activities during the coming year) at its first meeting of the calendar year.

In the past (pre 2010) the Foundation was bringing in more than it spent and it had a hugely successful fundraiser in 2009. The result was that it accumulated a large amount of savings.

Consequently, for the past several years, the Foundation has been able to spend more than it was bringing in each year as it whittled down the surplus.

On the positive side, this has enabled the Program to increase the number of gardens it operates, improve its tools, equipment and structures, update its reference materials, and increase the funding for salaries, training and parking for the Extension Office staff, among other things.

Unfortunately, the Foundation's current level of spending is unsustainable. We either need to make more or spend less money. Both organizations are working together to find a sustainable path, and figuring out the best and most responsible course is a primary focus of the Board's budget deliberations.

Like all of our meetings, the Board's November, December and January meetings during which the funding proposals are presented, discussed and voted upon are open to all members of the Foundation, who are encouraged to participate in the process. A copy of the current budget is posted with the minutes of each month's Board meeting.

### **State Foundation Representative - Mary-Cathern Edwards**

*The Master Gardener Foundation of Washington State (MGFWS) is a nonprofit corporation formed by dedicated WSU Master Gardeners to support the WSU Master Gardener Program. The Mission of the Foundation is to support the WSU Extension Master Gardener Program in its efforts to provide public education in gardening and environmental stewardship generated from research at WSU and other university systems through education, communication, and advocacy. The Foundation's purpose is to offer statewide volunteer-based unifying leadership to, and communication among, county and regional WSU MGP, foundations and affiliates.*

*The MGFWS enhances the ability of the WSU Master Gardener Program to support the training and projects of county WSU Master Gardener programs throughout Washington State. It is a professional organization respected by Washington State University, politicians, gardeners, agencies protecting our environment and water, and by communities at large.*

*The membership of the MGFWS consists of the members of chartered chapters of county Master Gardener organizations, either incorporated or non-incorporated, and Board-approved affiliate organizations. For more information on membership and affiliate organizations see the Bylaws*

### ***What's In It For Me?***

#### ***Communication:***

- *MGFWS provides networking opportunities between and among members of Master Gardener organizations from many counties. Representatives from each chartered chapter meet quarterly to share information about issues, projects, and fund-raising activities.*
- *The MGFWS listserv and web page provide additional means of sharing information of common interest.*
- *You are encouraged to utilize the web page and offer additional informational resources to benefit members of Master Gardener non-profits statewide.*

#### ***MGFWS Awards:***

- *Van Bobbitt Scholarship*
- *Mary Robson Scholarship*
- *Ed LaCrosse Service Award*
- *Master Gardener of the Year*
- *Media Award*

#### ***Shared Governance:***

- *Share in shaping the direction of MGFWS as the representative from your county on the Board of Directors.*
- *Enhanced statewide support of the WSU Master Gardener Program. The real advantage is our statewide presence. We can accomplish a great deal more by pulling together than we can individually.*